

**Jamaica School Administrative System**

**JSAS** VERSION **6.0**

# **ADMINISTRATIVE HANDBOOK**

**Prepared by  
Juárez and Associates  
NEW HORIZONS FOR PRIMARY SCHOOLS**

**GOJ/USAID**

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**For  
THE MINISTRY OF EDUCATION, YOUTH AND  
CULTURE**

**In collaboration with  
IDEAS Ltd**



**IDEAS**

A joint initiative of the Governments of Jamaica and the United States of America through their monitoring agencies - the Ministry of Education, Youth and Culture and the United States Agency for International Development.

# TABLE OF CONTENTS

## **USING JSAS IN ADMINISTRATOR MODE ..... 1**

ADMINISTRATOR MODE..... 2

## **PRINCIPAL'S PAGE ..... 4**

SETTING UP THE PRINCIPAL'S PAGE FOR REPORT GENERATION.....5

CHARTS AND REPORTS FOR A PARTICULAR CLASS.....7

SCHOOL SUMMARY GRAPHS AND REPORTS ..... 13

ELECTRONIC EXPORT OF NATIONAL ASSESSMENT PROGRAMME DATA ... 17

THE RECORD TEACHERS ATTENDANCE FORM ..... 21

GENERATING TEACHER ATTENDANCE SUMMARIES ..... 24

## **SUMMARISE ATTENDANCE DATA..... 26**

UNDERSTANDING THE SUMMARISE ATTENDANCE DATA PROGRAMME ...27

RUNNING THE PROGRAMME .....27

## **ELECTRONIC EXPORT OF ANNUAL SCHOOL**

## **CENSUS DATA ..... 33**

## **BACK UP AND RECOVERY OF THE DATABASE... 38**

BACKUP THE DATABASE..... 39

RECOVERY OF THE DATABASE ..... 42

# Preface

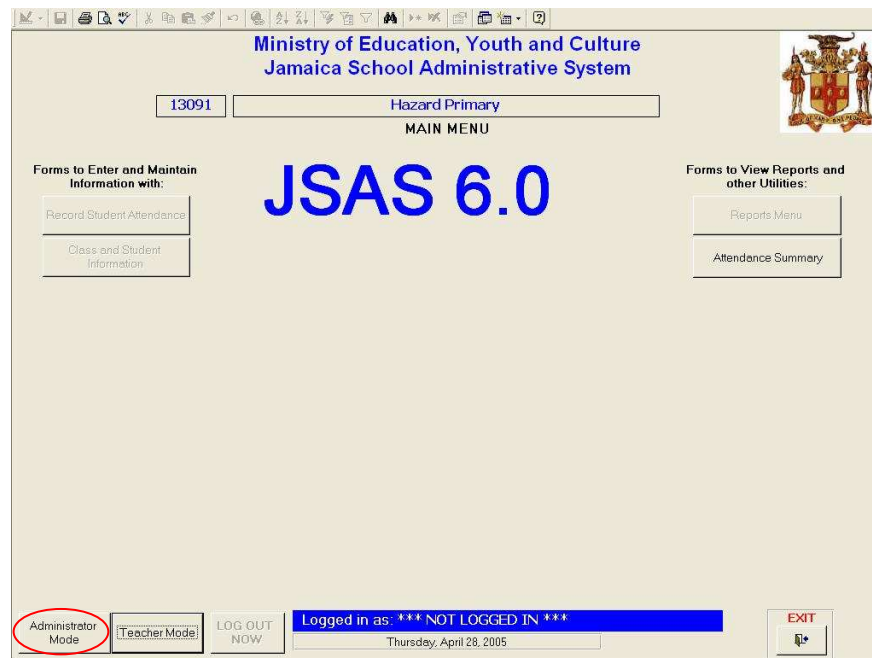


## USING JSAS IN ADMINISTRATOR MODE

The *Administrator Mode* gives the Principal, as well as others, access to forms not available to others at the school. This mode can be password protected as explained in the *Installation & Setup Manual* in Chapter 3 on page 58. When you access this mode, all the buttons available in *Teacher Mode* is also available, along with additional buttons. Some of the buttons available in *Administrator Mode* are also explained in the *Installation & Setup Manual*.

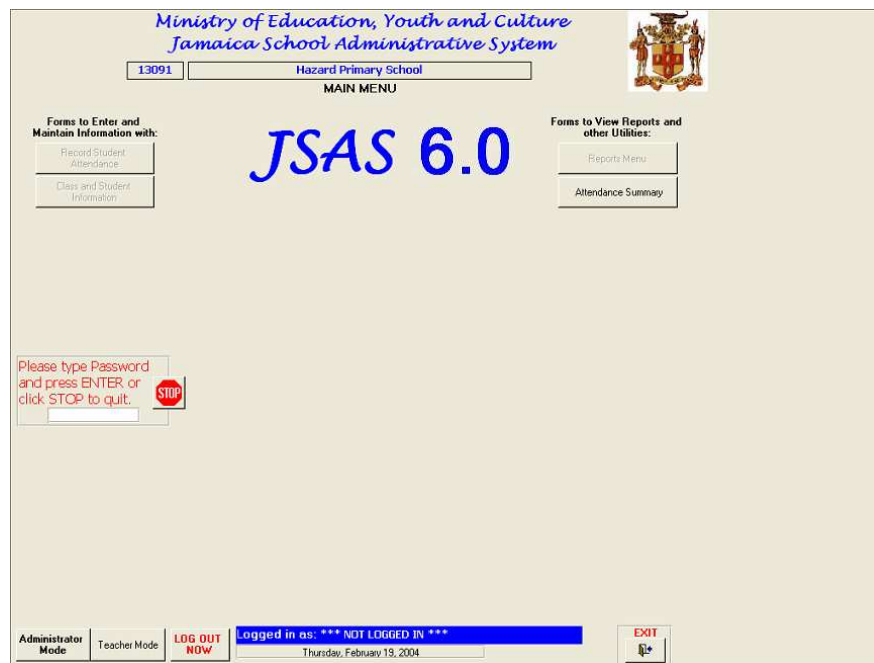
## Administrator Mode

1. To access the *Administrator Mode*, click on the *Administrator Mode* button shown in Figure 0.1 below



**Figure 0.1**

2. The Administrator Mode Form will appear asking for the password, as shown on Figure 0.2, if created as explained in the *Installation & Setup Manual* on page 58.



**Figure 0.2**

3. Press *Enter* on the keyboard and the form shown in Figure 0.3 will appear.

Ministry of Education, Youth and Culture  
Jamaica School Administrative System

13091 Hazard Primary

MAIN MENU

# JSAS 6.0

**Forms to Enter and Maintain Information with:**

- Record Student Attendance
- Class and Student Information
- School Information and Setup
- Teacher Information
- Student Enrolment Records
- Create Classes and Manage Registration
- Principal's Page

**Forms to View Reports and other Utilities:**

- Reports Menu
- Attendance Summary
- Summarise Attendance Data
- Electronic Export of School Census Data
- Backup the Database
- Recover a Backup of the Database

Administrator Mode Teacher Mode LOG OUT NOW

Logged in as: \*\*\* ADMINISTRATOR \*\*\*

Thursday, April 28, 2005

EXIT

**Figure 0.3**

# chapter



## PRINCIPAL'S PAGE

The *Principal's Page* is one of many reporting aspects of this software. It reports at the school level, teacher level, and the grade level. This report shows the levels of the classes and where improvements can be made.

### CONTENTS

#### Principal's Page

- Setting Up the Principal's Page for Report Generation
- Charts and Reports for a Particular Class
- School Summary Graphs and Reports
- Electronic Export of National Assessment Programme Data
- The Record Teachers Attendance Form
- Generating Teacher Attendance Summaries

## Principal's Page

The *Principal's Page* Form displays buttons that produce a variety of reports. These reports are categorized by teacher and by class.

## Setting Up the Principal's Page for Report Generation

Click on Principal's Page as circled in red in Figure 1.1.

The screenshot shows the 'Ministry of Education, Youth and Culture Jamaica School Administrative System' (JSAS 6.0) Main Menu. At the top, there is a header bar with the system name and a school identifier '13091 Hazard Primary'. Below this, the text 'MAIN MENU' is displayed. The central part of the screen features the large blue text 'JSAS 6.0'. On the left side, under the heading 'Forms to Enter and Maintain Information with:', there is a vertical list of buttons: 'Record Student Attendance', 'Class and Student Information', 'School Information and Setup', 'Teacher Information', 'Student Enrolment Records', 'Create Classes and Manage Registration', and 'Principal's Page'. The 'Principal's Page' button is circled in red. On the right side, under the heading 'Forms to View Reports and other Utilities:', there is a vertical list of buttons: 'Reports Menu', 'Attendance Summary', 'Summarise Attendance Data', 'Electronic Export of School Census Data', 'Backup the Database', and 'Recover a Backup of the Database'. At the bottom of the screen, there is a status bar. On the left, it shows 'Administrator Mode' and 'Teacher Mode'. In the center, it says 'Logged in as: \*\*\* ADMINISTRATOR \*\*\*' and 'Thursday, April 28, 2005'. On the right, there is a red 'EXIT' button.

**Figure 1.1**

1. The page defaults to *All Grades*. A *School Year* and *Term* must be selected. Select the *School Year*, *Term* and a specific *Grade* by clicking on the down arrow list boxes. (Figure 1.2)

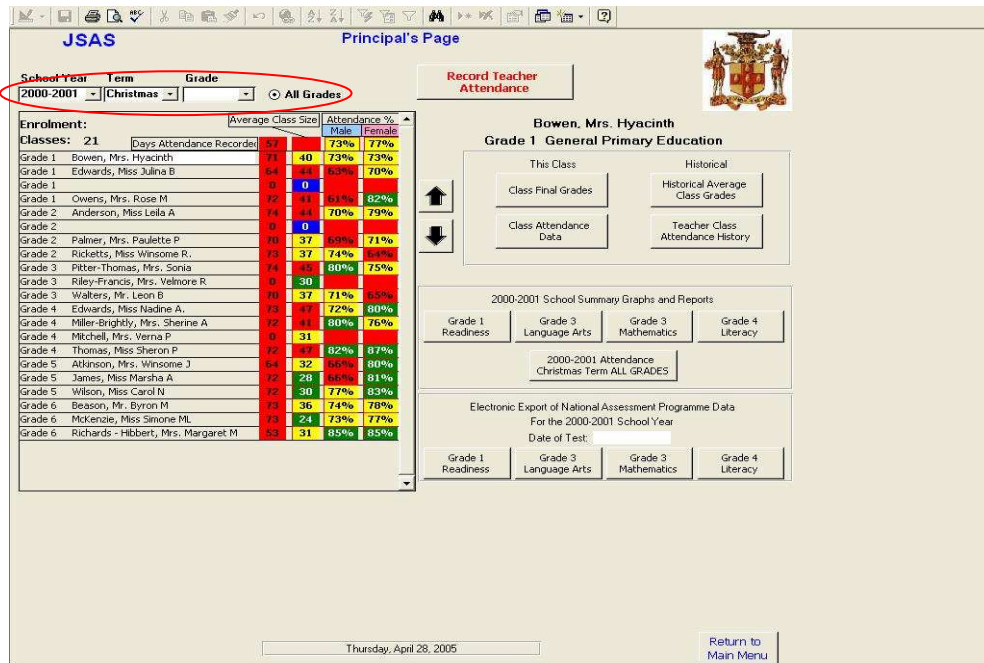


Figure 1.2

2. The information will appear as shown in Figure 1.3.

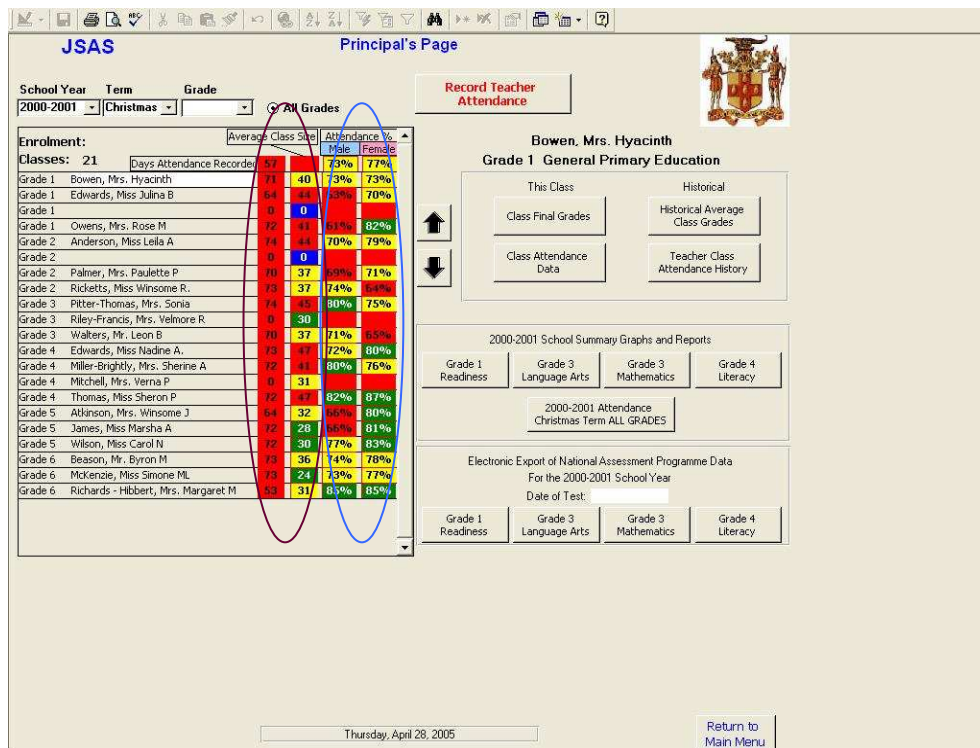


Figure 1.3



The following data appears next to each teacher's name using the colour-coding key:

- The *Days Attendance Recorded* appears as follows: Blue=90% or better, Green=80% - 89.99%, Yellow=70% - 79.99%, Red=Less than 70%.
- The *Average Class Size* shows the average number of students that were in the class for the term: Blue = 20 or less, Green = 21-30, Yellow = 31-40, Red = 41 or more.
- The *Attendance %* shows the percentage of attended days of the class for the term: Blue=90% or better, Green=80% - 89.99%, Yellow=70% - 79.99%, Red=Less than 70%.

## Charts and Reports for a Particular Class

The buttons located to the right of the class lists are used for charts and reports: *Class Final Grades*, *Historical Average Class Grade*, *Class Attendance Data* and *Teacher Attendance History*.

- Each form will have an *Exit Form* button to close this report. (Figure 1.4)
- Each form has a printer icon beside the *Exit Form* button to print the reports.

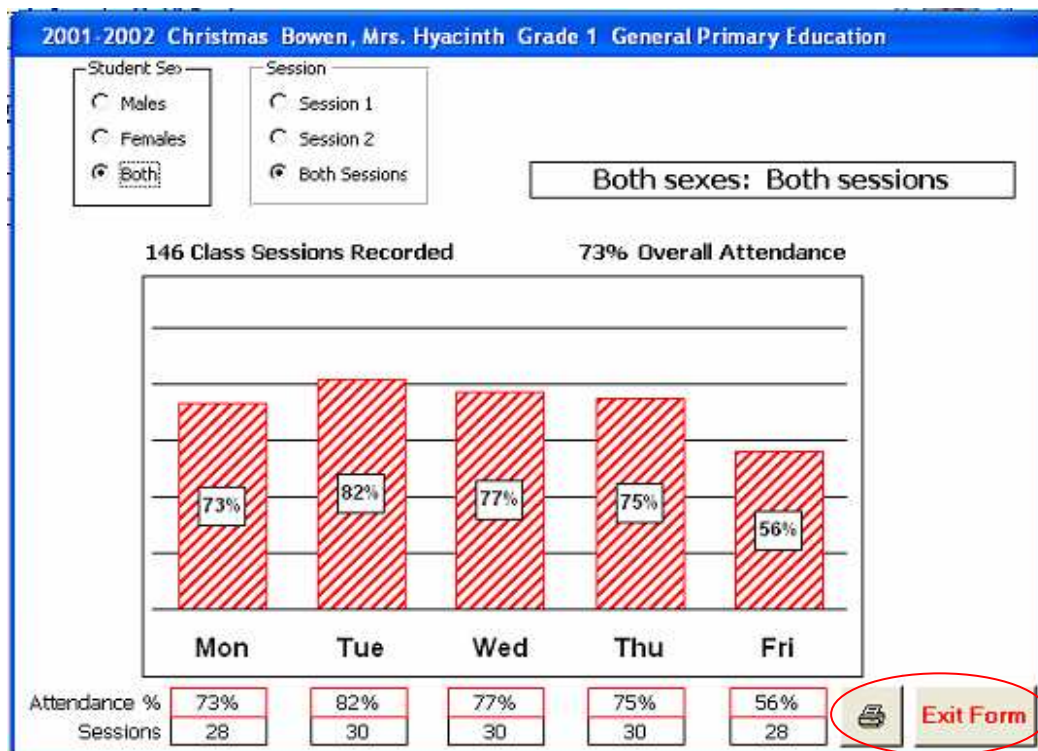
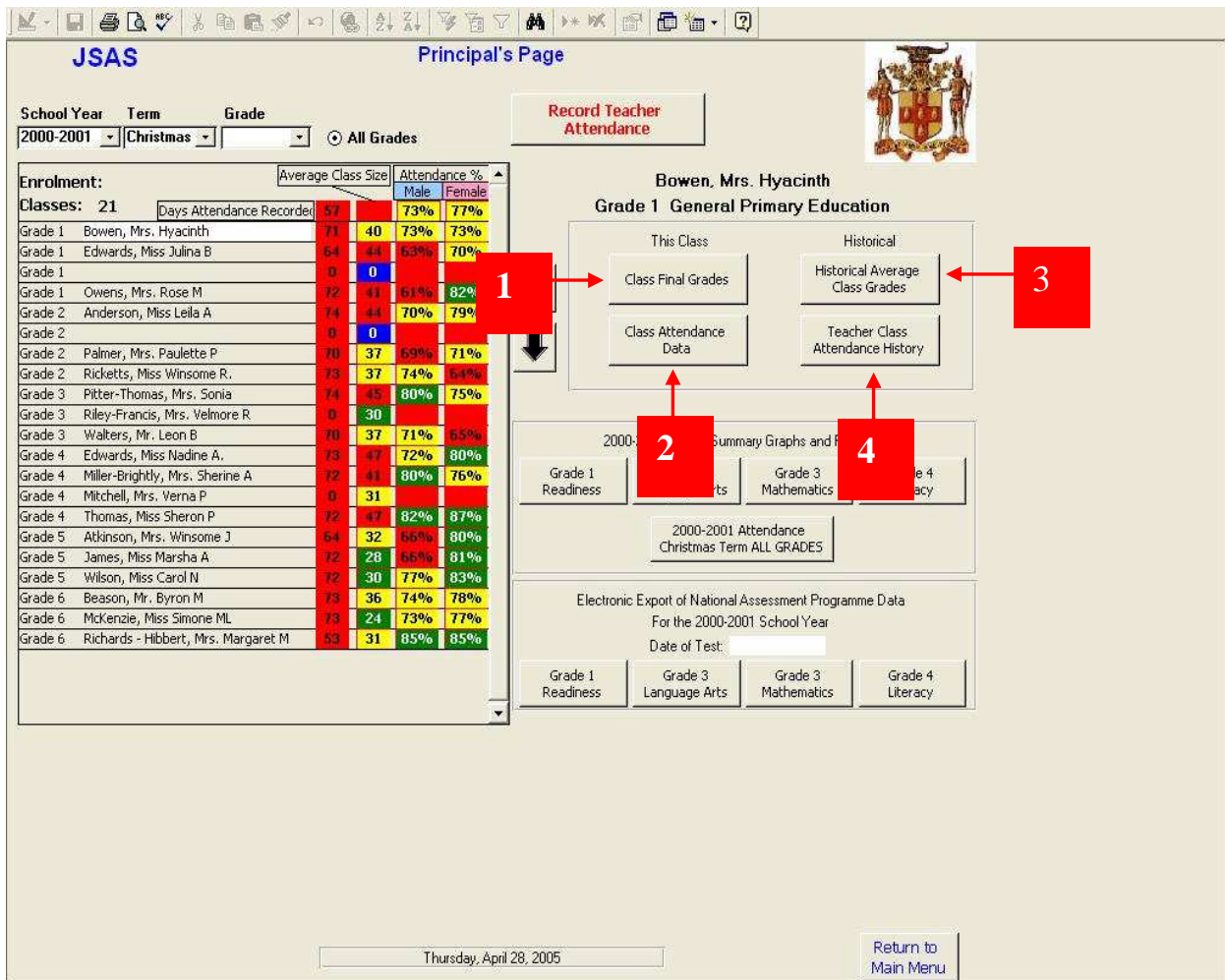


Figure 1.4



**Figure 1.5**

3. The *Class Final Grades* button shown in Figure 1.5 displays a chart of the distribution of the final average grade by sex for the term. (Figure 1.6)

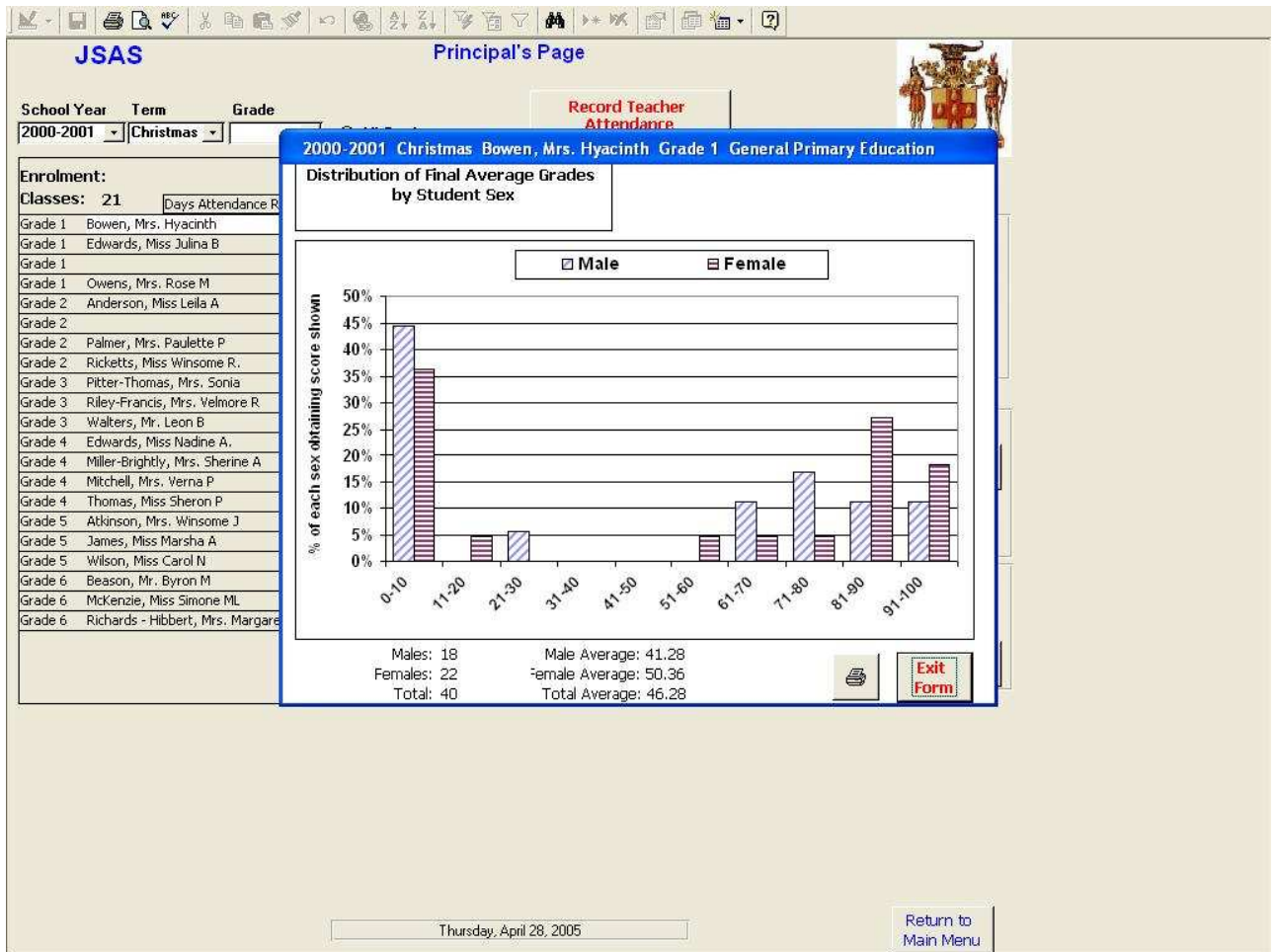
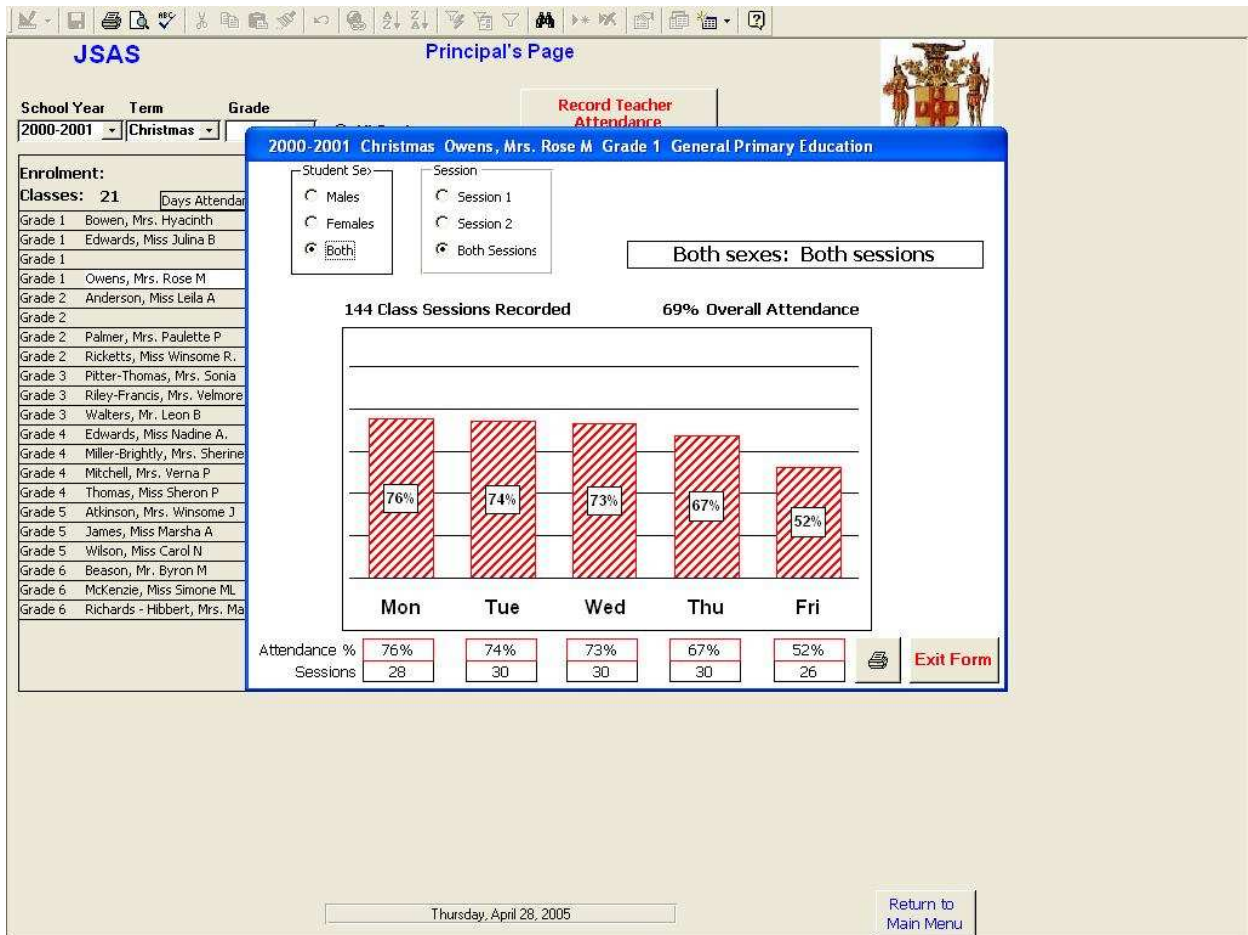


Figure 1.6

- The *Class Attendance Data* button shown in Figure 1.5 displays a chart that shows the attendance pattern for the class for this term. (Figure 1.7)



**Figure 1.7**

*NB: This chart can be modified to show the attendance pattern for either male or female for both sessions or either session 1 or session 2. To modify this chart, click the appropriate check box under Student Sex and Session.*

- The *Historical Average Class Grades* button shown in Figure 1.5 displays a form that shows the average grades for all the classes that this teacher has taught at the school. (Figure 1.8)

**JSAS** **Principal's Page**

School Year: 2000-2001 Term: Christmas Grade: All Grades

**Record Teacher Attendance**

**Enrolment:**  
Classes: 21 Days At

**Pitter-Thomas, Mrs. Sonia - Historical Average Final Grades**

Year	Term	Grade	Subject	Male		Female		Total	
				N	Avg.	N	Avg.	N	Avg.
2001-2002	Summer	Grade 3	General Primary Education	21	39.9	0	0	21	39.9
2001-2002	Easter	Grade 3	General Primary Education	16	42.7	18	36.6	34	39.5
2000-2001	Summer	Grade 3	General Primary Education	0	0	0	0	0	0
2000-2001	Easter	Grade 3	General Primary Education	0	0	0	0	0	0
2000-2001	Christmas	Grade 3	General Primary Education	25	44.7	19	42.2	44	43.6

**Exit Form**

Thursday, April 28, 2005

[Return to Main Menu](#)

**Figure 1.8**

- The *Teacher Class Attendance History* button shown in Figure 1.5 displays a form that shows the average attendance for males, females, total and the days recorded. (Figure 1.9)



**JSAS** **Principal's Page**

School Year: 2000-2001 Term: Christmas Grade: All Grades

**Record Teacher Attendance**

**Enrolment:**  
Classes: 21 Days At

**Pitter-Thomas, Mrs. Sonia - Historical Class Attendance**

Year	Term	Grade	Subject	Average Attendance			Days Recorded
				Male	Female	Total	
2001-2002	Summer	Grade 3	General Primary Education	71%	74%	72%	24
2001-2002	Easter	Grade 3	General Primary Education	74%	74%	74%	48
2001-2002	Christmas	Grade 3	General Primary Education	71%	68%	70%	72
2000-2001	Summer	Grade 3	General Primary Education	81%	74%	78%	45
2000-2001	Easter	Grade 3	General Primary Education	80%	73%	77%	63
2000-2001	Christmas	Grade 3	General Primary Education	80%	76%	78%	74

**Exit Form**

Thursday, April 28, 2005

[Return to Main Menu](#)

**Figure 1.9**

## School Summary Graphs and Reports

The buttons below the *Charts and Reports for a Particular Class* buttons are used to generate reports for the overall performance of the students within a grade or for the entire school: *Grade 1 Readiness*, *Grade 3 Language Arts*, *Grade 3 Mathematics*, *Grade 4 Literacy* and *Term Attendance (term dependent)*.

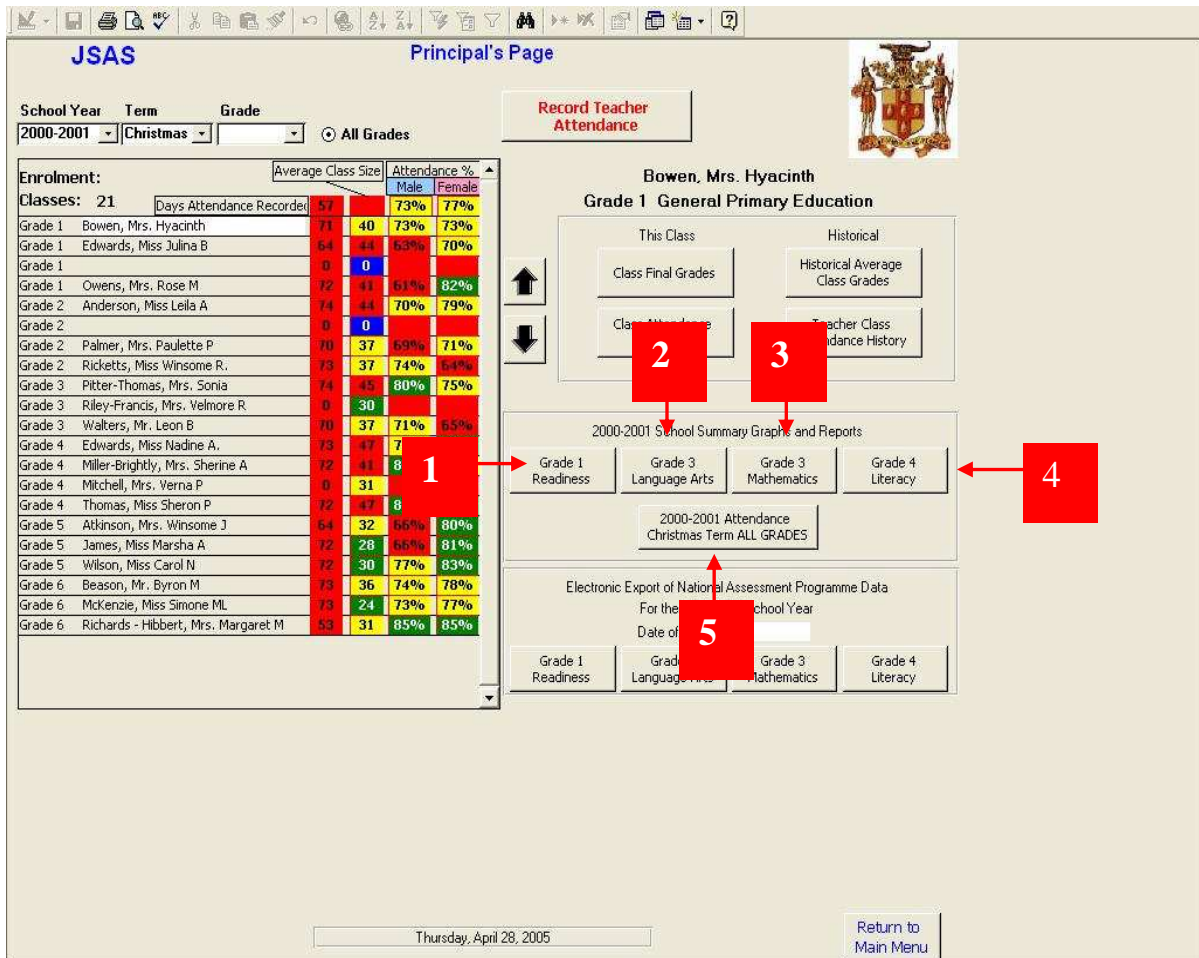
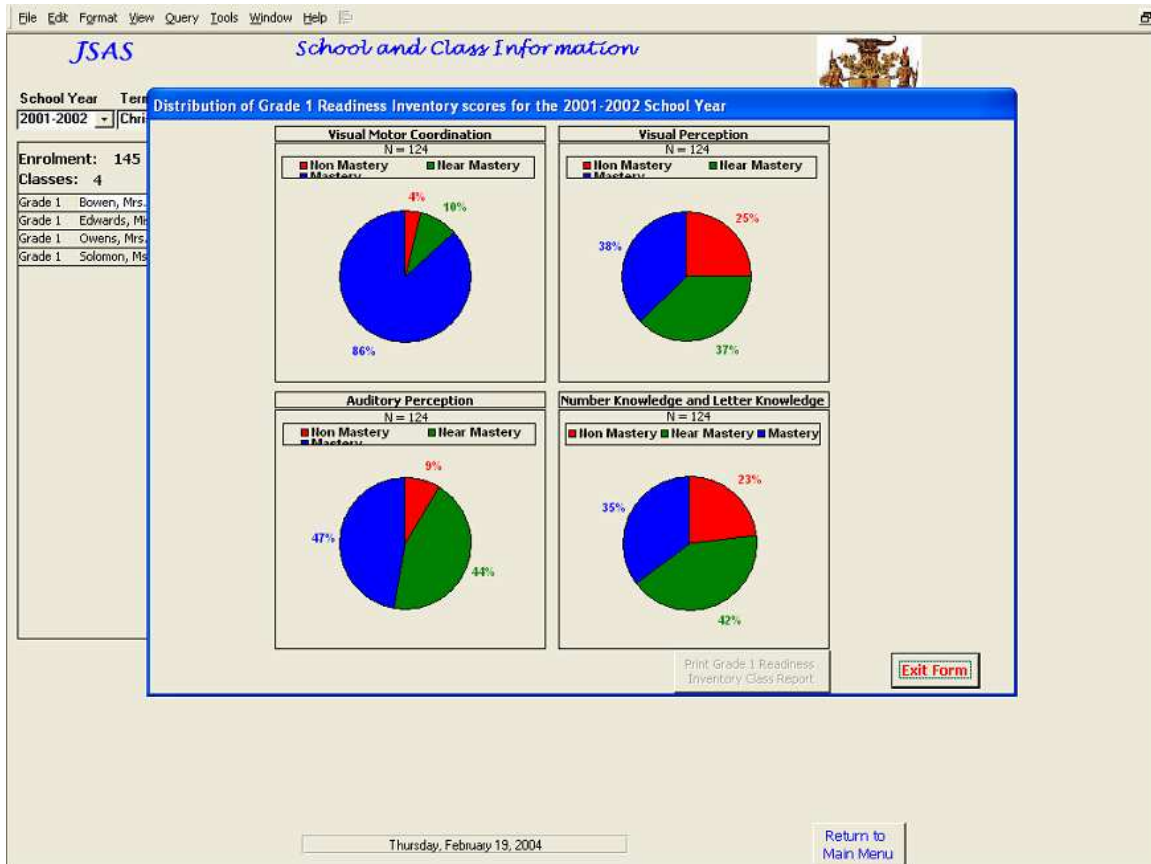


Figure 1.10

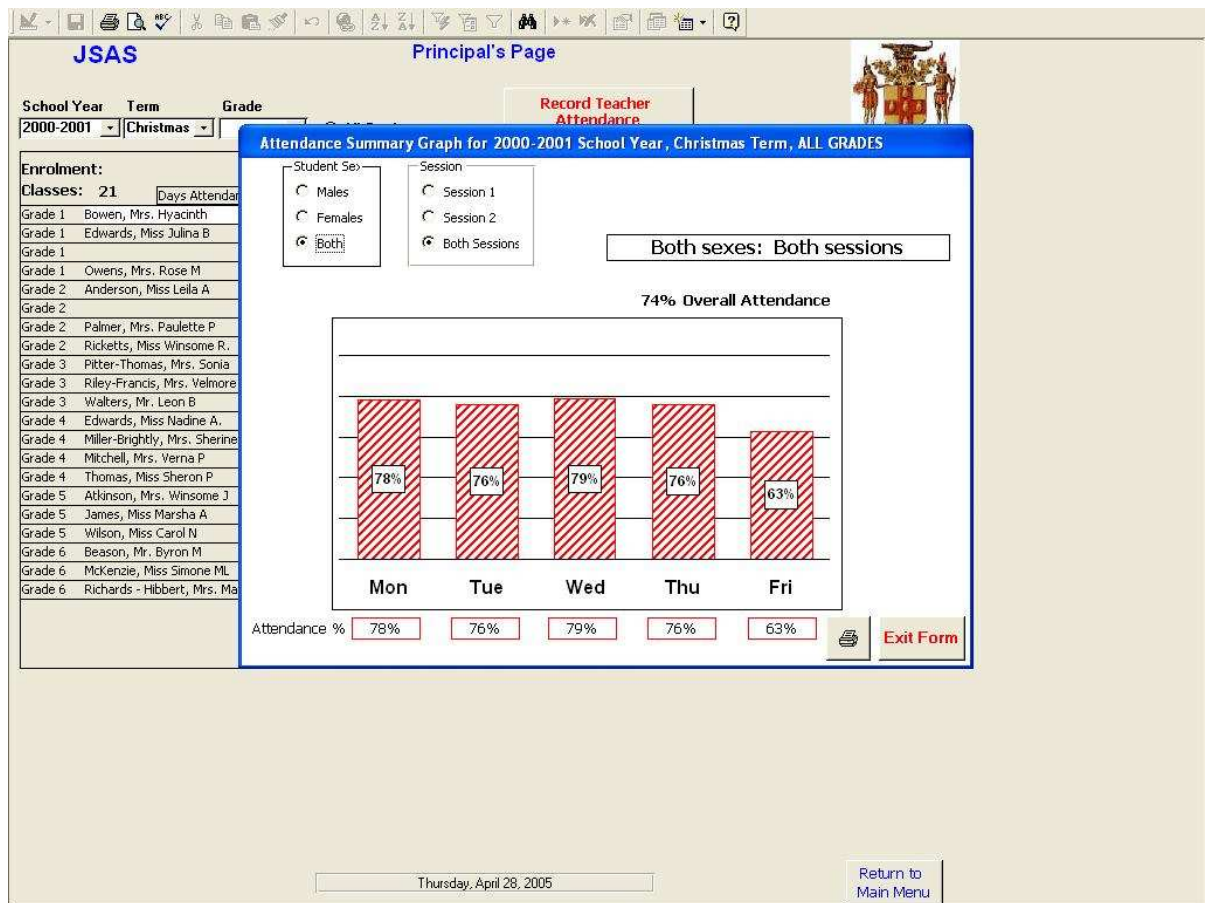
1. The *Grade 1 Readiness* button shown in Figure 1.10 generates the report shown in Figure 1.11, which shows the performance of all the students in Grade 1 that were tested. This chart breaks down the student performance in each category in which they were tested.



**Figure 1.11**

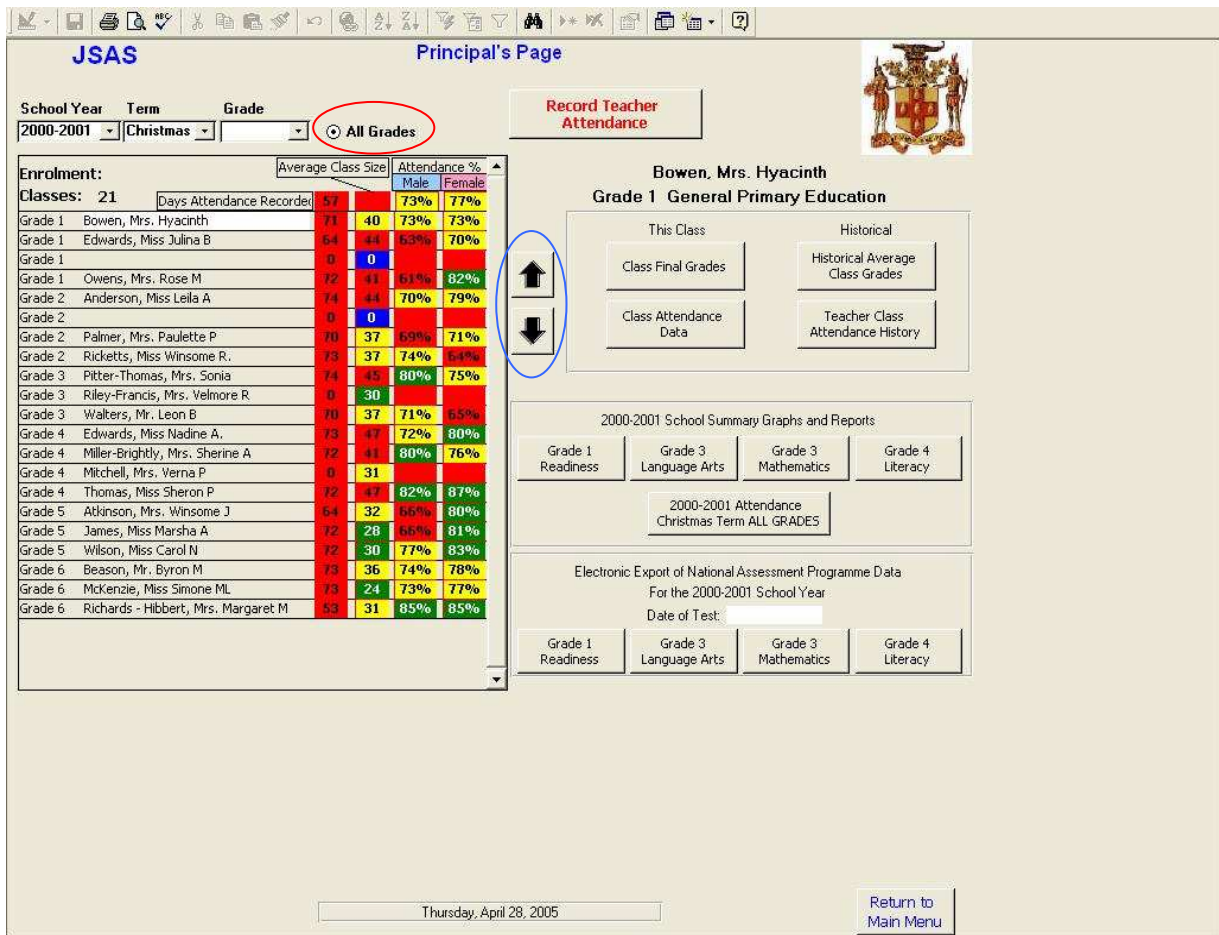
- The other three buttons: *Grade 3 Language Arts*, *Grade 3 Mathematics* and *Grade 4 Literacy* generate similar reports.
- The *Term Attendance* button shown in Figure 1.10 generates the summary graph shown in Figure 1.12. The summary graph can display attendance in separate sessions or both and combine both genders or separately.





**Figure 1.12**

- The *All Grades* checkbox circled in red on Figure 1.13 gains access to charts and other reports on all the classes in the school.



**Figure 1.13**

- The two arrows (circled in blue on Figure 1.13) to the side of the class listings are used to navigate back and forth through the list to access reports pertaining to specific teachers.

## Electronic Export of National Assessment Programme Data

This section of the *Principal's Page* gives access to the school's **National Assessment Tests** and exports them to a Microsoft Excel spreadsheet and stored in memory (i.e. hard drive, CD-ROM, DVD).

1. Click on the *Grade 1 Readiness* Button as shown in Figure 1.14.

**JSAS Principal's Page**

School Year: 2000-2001 Term: Christmas Grade: All Grades

**Record Teacher Attendance**

**Bowen, Mrs. Hyacinth**  
Grade 1 General Primary Education

This Class: Class Final Grades, Class Attendance Data  
Historical: Historical Average Class Grades, Teacher Class Attendance History

2000-2001 School Summary Graphs and Reports  
Grade 1 Readiness, Grade 3 Language Arts, Grade 3 Mathematics, Grade 4 Literacy

2000-2001 Attendance Christmas Term ALL GRADES

Electronic Export of National Assessment Programme Data  
For the 2000-2001 School Year  
Date of Test: [Field]  
Grade 1 Readiness, Grade 3 Language Arts, Grade 3 Mathematics, Grade 4 Literacy

Thursday, April 28, 2005

[Return to Main Menu](#)

**Figure 1.14**

2. A calendar screen will appear prompting for the date of the test. (Figure 1.15)
  - a. Click on the calendar icon, Figure 1.20, and the pop up form appears.
  - b. The day, week, and month navigation buttons navigate to the appropriate date. Use the arrow keys beside these buttons to find the date needed to mark the attendance.
3. Click on the *Use the Date Selected* button.

**JSAS** **Principal's Page**

School Year: 2000-2001 Term: Christmas Grade: All Grades

**Record Teacher Attendance**

**Enrolment:** Classes: 21 Days Attendance Recorded: 87 Average Class Size: 71 Attendance %: 73% Male 77% Female

**Bowen, Mrs. Hyacinth**  
Grade 1 General Primary Education

**Select test date for the 2000-2001 Grade 1 Readiness Inventory**

September 2000

Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Use the Date Selected

Christmas Term ALL GRADES

Electronic Export of National Assessment Programme Data  
For the 2000-2001 School Year  
Date of Test:

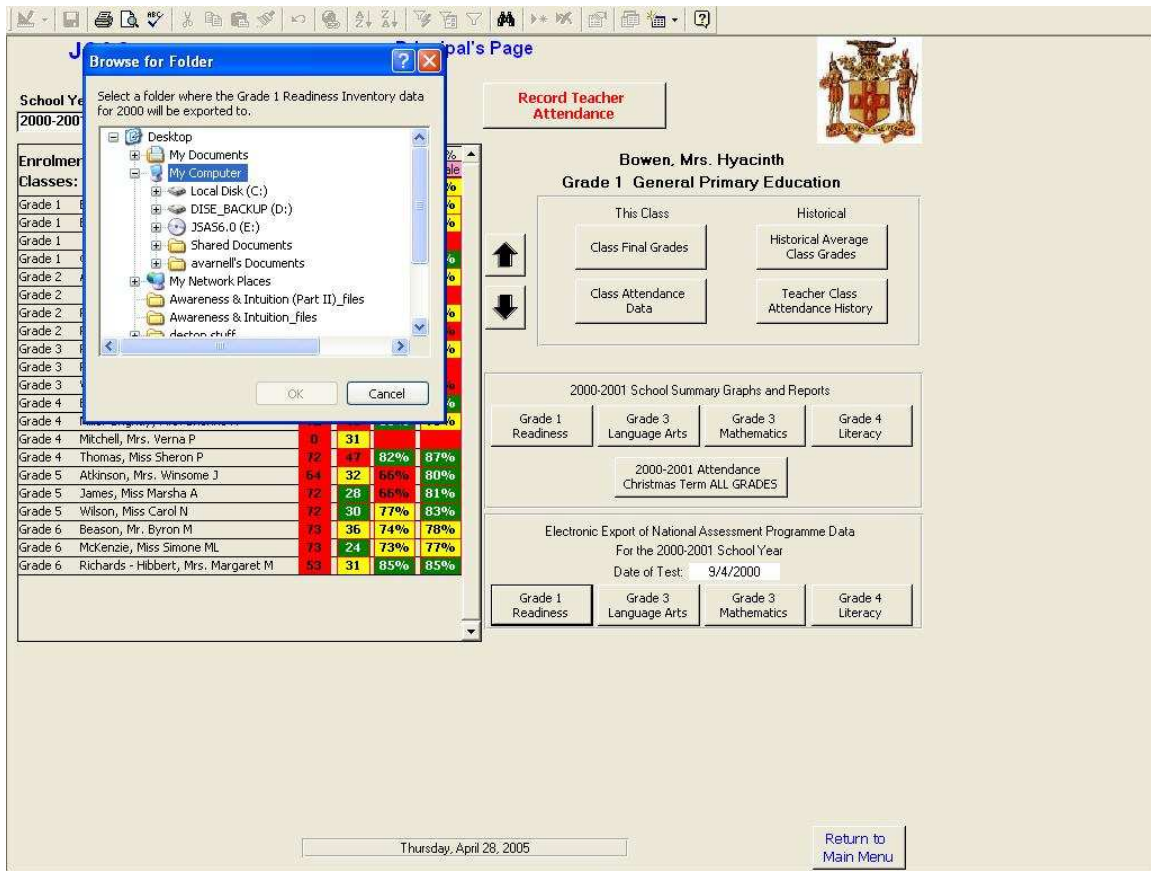
Grade 1 Readiness Grade 3 Language Arts Grade 3 Mathematics Grade 4 Literacy

Thursday, April 28, 2005

[Return to Main Menu](#)

**Figure 1.15**

4. A *Save* dialog box will appear asking for a directory path. Once the document is saved, it can be imported into Microsoft Excel or an Open Source software, such as Open Office. (Figure 1.16)



**Figure 1.16**

5. A dialog box appears showing the path and success of the file exported as indicated in Figure 1.17. Click **OK**.



**JSAS** **Principal's Page**

School Year: 2000-2001 Term: Christmas Grade: All Grades

**Record Teacher Attendance**

**Enrolment:** Average Class Size: Attendance %

Classes:	Days Attendance Recorded	Male	Female
Grade 1 Bowen, Mrs. Hyacinth	71	40	73% 77%
Grade 1 Edwards, Miss Juliana B	64	44	63% 70%
Grade 1	0	0	
Grade 1 Owens, Mrs. Rose M	72	41	61% 82%
Grade 2 Anderson, Miss Leila A	74	44	70% 79%
Grade 2	0	0	
Grade 2 Palmer, Mrs. Paulette P	70	37	69% 71%
Grade 2 Ricketts, Miss Winsome R.	73	37	74% 64%
Grade 3 Pitter-Thomas, Mrs. Sonia	74	45	80% 75%
Grade 3 Riley-Francis, Mrs. Velmore R	0	30	
Grade 3 Walkers, Mr. Leon B	70	37	71% 65%
Grade 4 Edwards, Miss Nadine A.	73	41	72% 81%
Grade 4 Miller-Brightly, Mrs. Sherine A	71	41	73% 77%
Grade 4 Mitchell, Mrs. Verna P	71	41	73% 77%
Grade 4 Thomas, Miss Sheron P	71	41	73% 77%
Grade 5 Atkinson, Mrs. Winsome J	64	44	63% 70%
Grade 5 James, Miss Marsha A	71	41	73% 77%
Grade 5 Wilson, Miss Carol N	71	41	73% 77%
Grade 6 Beason, Mr. Byron M	71	41	73% 77%
Grade 6 McKenzie, Miss Simone ML	73	24	73% 77%
Grade 6 Richards - Hibbert, Mrs. Margaret M	63	31	85% 85%

**Bowen, Mrs. Hyacinth**  
**Grade 1 General Primary Education**

This Class: Class Final Grades, Class Attendance Data  
Historical: Historical Average Class Grades, Teacher Class Attendance History

2000-2001 School Summary Graphs and Reports

**Jamaica School Administrative System Version 6.0 2Feb05**

The Grade 1 Readiness Inventory data have been written to an Excel file: C:\Documents and Settings\avarnell\Desktop\13091\_G1\_2000.xls

OK

For the 2000-2001 School Year  
Date of Test: 9/4/2000

Grade 1 Readiness, Grade 3 Language Arts, Grade 3 Mathematics, Grade 4 Literacy

Thursday, April 28, 2005

[Return to Main Menu](#)

**Figure 1.17**

*N.B. Use these steps for each of the buttons in this section. The date of the test is determined by the specific test being exported.*

## The Record Teachers Attendance Form

A teacher's attendance is recorded and reports can be generated through the *Principal's Page*. It is important that the *Administrator Mode* be password protected.

*N.B. The Administrator Mode gives the Principal, well as others, access to forms not available to others at the school. See the Installation & Setup Manual in Chapter 3 on page 58.*

1. Click the *Record Teacher Attendance* button circled in red on Figure 1.18 to access the *Record Teacher Attendance* form and begin marking attendance for the teachers.

The screenshot shows the JSAS Principal's Page interface. At the top, there is a navigation bar with the JSAS logo and the title 'Principal's Page'. Below this, there are dropdown menus for 'School Year' (2000-2001), 'Term' (Christmas), and 'Grade' (All Grades). A red circle highlights the 'Record Teacher Attendance' button. The main content area is divided into two sections. The left section, titled 'Enrolment:', displays a table of teacher attendance data. The right section, titled 'Bowen, Mrs. Hyacinth', shows options for viewing 'This Class' or 'Historical' data, including 'Class Final Grades', 'Class Attendance Data', 'Historical Average Class Grades', and 'Teacher Class Attendance History'. Below this, there are buttons for '2000-2001 School Summary Graphs and Reports' and 'Electronic Export of National Assessment Programme Data'.

Enrolment:		Average Class Size	Attendance %	
Classes:	Days Attendance Recorded		Male	Female
Grade 1 Bowen, Mrs. Hyacinth	52	73%	77%	
Grade 1 Edwards, Miss Juliana B	64	44	63%	70%
Grade 1 Owens, Mrs. Rose M	0	0	61%	82%
Grade 2 Anderson, Miss Leila A	74	44	70%	79%
Grade 2 Palmer, Mrs. Paulette P	70	37	69%	71%
Grade 2 Ricketts, Miss Winsome R.	73	37	74%	64%
Grade 3 Pitter-Thomas, Mrs. Sonia	74	45	80%	75%
Grade 3 Riley-Francis, Mrs. Velmore R	0	30		
Grade 3 Walters, Mr. Leon B	70	37	71%	65%
Grade 4 Edwards, Miss Nadine A.	73	47	72%	80%
Grade 4 Miller-Brightly, Mrs. Sherine A	72	41	80%	76%
Grade 4 Mitchell, Mrs. Verna P	0	31		
Grade 4 Thomas, Miss Sheron P	72	47	82%	87%
Grade 5 Atkinson, Mrs. Winsome J	64	32	65%	80%
Grade 5 James, Miss Marsha A	72	28	65%	81%
Grade 5 Wilson, Miss Carol N	72	30	77%	83%
Grade 6 Beason, Mr. Byron M	73	36	74%	78%
Grade 6 McKenzie, Miss Simone ML	73	24	73%	77%
Grade 6 Richards - Hibbert, Mrs. Margaret M	63	31	85%	85%

Thursday, April 28, 2005

[Return to Main Menu](#)

**Figure 1.18**

2. The *Record Student Attendance* Form appears as shown in Figure 1.19.

**JSAS Record Teacher Attendance**

School Year: 2000-2001 Term: Christmas

Monday, September 04, 2000

Attendance has NOT yet been recorded for this date.

Notes and Tips:

After selecting the date, all currently active teachers will appear with their attendance data if you have previously recorded information for the date shown above.

If you haven't yet recorded attendance for this date, a red button entitled "Attendance has NOT yet been recorded for this date" will appear to the left of the Jamaica Coat of Arms.

When first recording attendance for any date, all teachers will initially be shown as On-time. Thus, you will need to change only those teachers who were not required to be present, were late, absent with permission or absent without permission.

0%

100%

Legend:

- Not required
- Late
- Absent without permission
- On-time
- Absent with permission

Anderson, Miss Leila A	On-time
Atkinson, Mrs. Winsome J	On-time
Bartley, Ms. Julian MA	On-time
Beason, Mr. Byron M	On-time
Bennett, Ms. Dayton M	On-time
Blackstock, Mrs. Lillian A	On-time
Bowen, Mrs. Hyacinth	On-time
Edwards, Miss Julina B	On-time
Edwards, Miss Nadine A.	On-time
Elliot, Miss Sandra E.	On-time
Golding-Brown, Mrs. Hermine A	On-time
Howell, Ms. Carlene E.	On-time
James, Miss Marsha A	On-time
Johnson, Ms. Shelly-Ann M	On-time
Mckenzie, Mrs. Carlette V	On-time
Mckenzie, Miss Simone ML	On-time
Miller, Miss Tresslah M	On-time
Miller-Brightly, Mrs. Sherine A	On-time
Mitchell, Mrs. Verna P	On-time
Owens, Mrs. Rose M	On-time
Palmer, Mrs. Paulette P	On-time
Pitter-Thomas, Mrs. Sonia	On-time

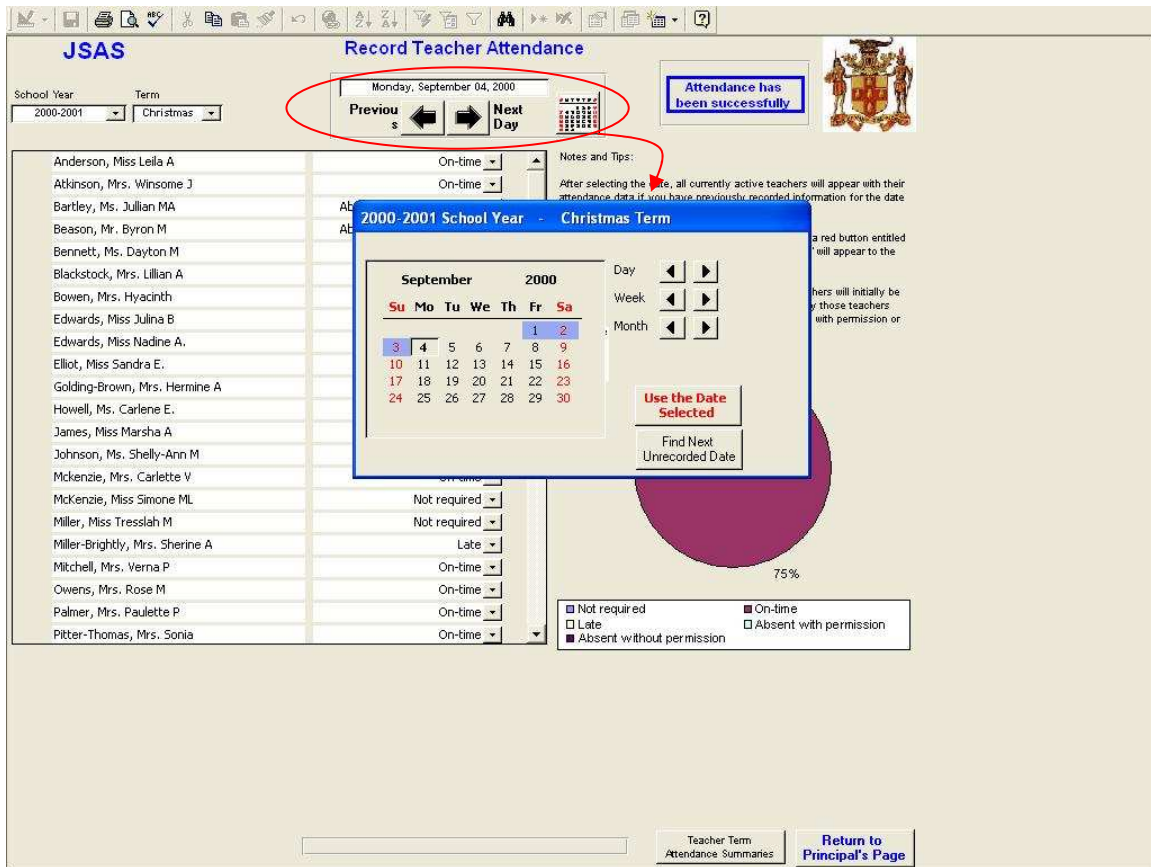
Teacher Term Attendance Summaries

[Return to Principal's Page](#)

**Figure 1.19**

- The *Record Teacher Attendance* Form lists each teacher alphabetically, marked *On-time* beginning at the start date of the term. The date can be changed by clicking on the arrows or clicking on the calendar icon as shown in Figure 1.20. Click the arrow, *Next Day* or *Previous Day*, until a suitable date is located as indicated in red in Figure 1.20.





**Figure 1.20**

- a. Click on the calendar icon, Figure 1.20, and the pop up form appears.
  - i. The day, week, and month navigation buttons navigate to the appropriate date. Use the arrow keys beside these buttons to find the date needed to mark the attendance.
  - ii. Click on the date on the calendar and then click on the *Use the Date Selected* button.
4. Click the down arrow next to the teacher's name and select the attendance record choice. (Figure 1.21)

**JSAS Record Teacher Attendance**

School Year: 2000-2001 Term: Christmas

Monday, September 04, 2000

Previous Next Day

Click here when finished marking attendance for this date.

Notes and Tips:

After selecting the date, all currently active teachers will appear with their attendance data if you have previously recorded information for the date shown above.

If you haven't yet recorded attendance for this date, a red button entitled "Attendance has NOT yet been recorded for this date" will appear to the left of the Jamaica Coat of Arms.

When first recording attendance for any date, all teachers will initially be shown as On-time. Thus, you will need to change only those teachers who were not required to be present, were late, absent with permission or absent without permission.

Attendance Status Legend:

- Not required
- Late
- Absent without permission
- On-time
- Absent with permission

Thursday, April 28, 2005

Teacher Term Attendance Summaries

Return to Principal's Page

**Figure 1.21**

5. The graph updates as the entries are made.
6. After marking the attendance, the *Click here when finished marking attendance for this date* button must be clicked to save the changes, shown circled in red on Figure 1.21. After the button has been clicked, it will say: *Attendance has been successfully completed.*
7. If changes were made to the attendance and the *Return to Principal's Page* button was clicked without saving the changes, a dialog box will appear asking to update the database before exiting. Click *Yes* to update, *No* if to discard the changes.

## Generating Teacher Attendance Summaries

The *Teacher Term Attendance Summaries* button is located at the bottom of the *Record Teacher Attendance* Form. This will generate reports of attendance of the teachers at the school.

1. Click on the *Teacher Term Attendance Summaries* button.

2. A report appears listing each teacher's name, the Required Sessions, percentage of *On-time*, *Late*, *Absent With Permission*, and *Absent Without Permission* that the teacher experienced within a term. (Figure 1.22)

Hazard Primary Teacher Attendance Listing					
Restrictions Applied: School Year: 2000-2001 Term: Christmas					
Teacher	Required Sessions	On-time	Late	Absent With Permission	Absent Without Permission
Anderson, Miss Letta A.	1	100%	-	-	-
Ammon, Mrs. Winona J.	1	100%	-	-	-
Barley, Mrs. Julian MA	1	-	-	-	100%
Beaton, Mr. Byron M.	1	-	-	-	100%
Bennell, Mrs. Dayton M.	1	100%	-	-	-
Blacklock, Mrs. Lillian A.	1	100%	-	-	-
Bowen, Mrs. Hyacinth	1	100%	-	-	-
Edwards, Miss Julia B.	1	100%	-	-	-
Edwards, Miss Nellie A.	1	100%	-	-	-
Elliott, Miss Sandra E.	1	-	100%	-	-
Golding-Brown, Mrs. Remire A.	1	100%	-	-	-
Howell, Mrs. Carlene E.	1	100%	-	-	-
James, Miss Martha A.	1	-	-	100%	-
Johnson, Mrs. Shelly Ann M.	1	100%	-	-	-
McKenzie, Mrs. Carlele V.	1	100%	-	-	-
McKenzie, Miss Simone M.L.	-	-	-	-	-
Miller, Miss Theodora M.	-	-	-	-	-
Miller-Brighly, Mrs. Sheldie A.	1	-	100%	-	-
Mikdell, Mrs. Verna P.	1	100%	-	-	-
Owens, Mrs. Rose M.	1	100%	-	-	-
Palmer, Mrs. Pauline P.	1	100%	-	-	-
Piller-Thomas, Mrs. Soria	1	100%	-	-	-
Richards - Hibber, Mrs. Margaret M.	1	-	-	100%	-
Ricker, Miss Winona R.	1	-	-	100%	-
Riley-Francis, Mrs. Velmore R.	1	100%	-	-	-
Solomon, Mrs. Dahlia R.	1	100%	-	-	-
Thomas, Miss Cheron P.	1	100%	-	-	-
Thompson, Mrs. Maureen J.	1	100%	-	-	-
Walker, Mrs. Cleoline M.	1	100%	-	-	-
Walters, Mr. Leon S.	1	100%	-	-	-
Wilson, Miss Carol M.	1	100%	-	-	-

**Figure 1.22**

# chapter 2



## SUMMARISE ATTENDANCE DATA

The *Summarise Attendance Data* button on the Administrator Form allows the class attendance for a term to be closed and summarised, greatly reducing the size of the **JSAS** database and improving its performance.

### CONTENTS

#### Summarising Attendance Data

- Understanding the Summarising Attendance Data programme
- Running the Programme

## Understanding the Summarise Attendance Data Programme

The *Summarise Attendance Data* programme reduces the size of the database by summarising the daily student attendance per term, per teacher and closes the term so no more changes can be made. The records are accessible through reports. This is an important maintenance tool to help enhance **JSAS** performance and keep the database at a manageable size.

If teachers keep their daily attendance records current, the summarisation can occur termly per teacher and the records will be available through report generation.

When a class attendance record is closed for a term the *Record Student Attendance* programme recognises the closure and lists the summary numbers in place of the individual students.

**JSAS** **Record Student Attendance**

School Year: 2000-2001 Term: Christmas Grade: Grade 1

Monday, September 04, 2000

Previous Next

Subject: General Primary Education Section: B Teacher: Bowen, Mrs. Hyacinth

Session 1 Attendance: Male 18 Female 18 Total 36

Session 2 Attendance: Male 18 Female 18 Total 36

**This class has been closed to further attendance recording, and the individual daily attendance detail summarized and deleted. No changes are now possible.**

**Class Attendance Closed**

**Notes and Tips:**

After selecting the Grade and Class, all currently enrolled students will appear with their attendance data if you have previously recorded information for the date shown above.

If you haven't yet recorded attendance for this date, a red button entitled "Attendance has NOT yet been recorded for this date" will appear to the left of the Jamaica Coat of Arms.

When first recording attendance for any date, all students will initially be shown as Present for both Sessions, although you can use the following button to set them ALL to initially Absent or back to ALL initially Present. You might do this to save yourself work if on a given date you had many more students absent than were present.

**Set All Students to Initially Absent**

You need then mark only the exceptions by clicking the "Absent" or "Present" checkbox for Session 1 and/or Session 2. If there are no exceptions, click the red button to the left of the Jamaica Coat of Arms to record the attendance for the date.

The student name shows which Session(s) you have marked absences for. The attendance totals are updated each time you change the attendance information.

You may correct any entries by clicking on the "Present" or "Absent" checkbox corresponding to the Student and Session.

When you are finished entering or modifying the student attendance, click the red "Click here when finished marking attendance for this date" button to the left of the Jamaica Coat of Arms.

Friday, April 29, 2005

**Attendance Summary** **Return to Main Menu**

**Figure 2.1**

## Running the Programme

The *Summarise Attendance Data* button is accessible under the *Administrator Mode* and located as shown in Figure 2.2.

Ministry of Education, Youth and Culture  
Jamaica School Administrative System

13091 Hazard Primary

MAIN MENU

# JSAS 6.0

**Forms to Enter and Maintain Information with:**

- Record Student Attendance
- Class and Student Information
- School Information and Setup
- Teacher Information
- Student Enrolment Records
- Create Classes and Manage Registration
- Principal's Page

**Forms to View Reports and other Utilities:**

- Reports Menu
- Attendance Summary
- Summarise Attendance Data**
- Electronic Export of School Census Data
- Backup the Database
- Recover a Backup of the Database

Administrator Mode Teacher Mode LOG OUT NOW

Logged in as: \*\*\* ADMINISTRATOR \*\*\*

Thursday, April 28, 2005

EXIT

Figure 2.2

1. Click on the *Summarise Attendance Data* button to display the *Summarise Attendance Data* Form. (Figure 2.3)

This form allows you to 'close' class attendance recording, first summarising the individual daily student attendance information and then deleting the detailed information. This will greatly reduce the size of the JSAS database and improve JSAS performance. Once you 'close' a class, however, no further changes can be made to individual student attendance information.

To use the table below to close classes, the number of days attendance was taken is shown, to help you decide whether the class can be closed. First select a school year and term (and optionally a grade) to see the list of classes. Clicking on the 'Click to Close' button to toggle between 'Will Close' and 'Click to Close.' You then perform the summarisation process by clicking the 'Summarise Attendance' button at the bottom, or the **Exit Form** button to exit without performing the summarisation action.

School Year	Term	Grade	Section	Teacher	Days Attendance Recorded	Set All Listed to Be Closed
2000-2001	Christmas	General Primary Education	Grade 1/Section B: Bower, Mrs. Hyacinth	71	Click to Close	
2000-2001	Christmas	General Primary Education	Grade 1/Section E: Edwards, Miss Juliana B	64	Click to Close	
2000-2001	Christmas	General Primary Education	Grade 1/Section -:	0	Click to Close	
2000-2001	Christmas	General Primary Education	Grade 1/Section O: Owens, Mrs. Rose M	72	Click to Close	
2000-2001	Christmas	General Primary Education	Grade 2/Section A: Anderson, Miss Lella A	74	Click to Close	
2000-2001	Christmas	General Primary Education	Grade 2/Section -:	0	Click to Close	
2000-2001	Christmas	General Primary Education	Grade 2/Section P: Palmer, Mrs. Paulette P	70	Click to Close	
2000-2001	Christmas	General Primary Education	Grade 2/Section R: Ricketts, Miss Winsome R.	73	Click to Close	
2000-2001	Christmas	General Primary Education	Grade 3/Section T: Pitter-Thomas, Mrs. Sonia	74	Click to Close	
2000-2001	Christmas	General Primary Education	Grade 3/Section R: Riley-Francis, Mrs. Velmore R.	0	Click to Close	
2000-2001	Christmas	General Primary Education	Grade 3/Section W: Walters, Mr. Leon B	70	Click to Close	
2000-2001	Christmas	General Primary Education	Grade 4/Section E: Edwards, Miss Nadine A.	73	Click to Close	
2000-2001	Christmas	General Primary Education	Grade 4/Section BM: Miller-Brightly, Mrs. Sherine A	72	Click to Close	
2000-2001	Christmas	General Primary Education	Grade 4/Section M: Mitchell, Mrs. Verna P	0	Click to Close	
2000-2001	Christmas	General Primary Education	Grade 4/Section T: Thomas, Miss Sheron P	72	Click to Close	
2000-2001	Christmas	General Primary Education	Grade 5/Section A: Atkinson, Mrs. Winsome J	64	Click to Close	
2000-2001	Christmas	General Primary Education	Grade 5/Section J: James, Miss Marsha A	72	Click to Close	
2000-2001	Christmas	General Primary Education	Grade 5/Section W: Wilson, Miss Carol N	72	Click to Close	
2000-2001	Christmas	General Primary Education	Grade 6/Section B: Beason, Mr. Byron M	73	Click to Close	
2000-2001	Christmas	General Primary Education	Grade 6/Section M: McKenzie, Miss Simone ML	73	Click to Close	
2000-2001	Christmas	General Primary Education	Grade 6/Section H: Richards - Hibbert, Mrs. Margaret M	53	Click to Close	

Summarise Attendance Exit Form

Figure 2.3



- The attendance for the classes can be closed all at once for *All Grades* based on the *School Year* and the *Term* by leaving the form in its default setting. *All Grades* is the default as shown in Figure 2.4. If there is a specific class to close, choose the *School Year*, *Term* and *Grade* to filter out the other classes.

This form allows you to 'close' class attendance recording, first summarising the individual daily student attendance information and then deleting the detailed information. This will greatly reduce the size of the JSAS database and improve JSAS performance. Once you 'close' a class, however, no further changes can be made to individual student attendance information.

To use the table below to close classes, the number of days attendance was taken is shown, to help you decide whether the class can be closed. First select a school year and term (and optionally a grade) to see the list of classes. Clicking on the 'Click to Close' button to toggle between 'Will Close' and 'Click to Close.' You then perform the summarisation process by clicking the 'Summarise Attendance' button at the bottom, or the 'Exit Form' button to exit without performing the summarisation action.

School Year	Term	Grade	School Year, Term, Subject, Grade, Section and Teacher	Days Attendance Recorded	Set All Listed to Be Closed
2000-2001	Christmas	All Grades	2000-2001/Christmas: General Primary Education/Grade 1/Section B: Bowen, Mrs. Hyacinth	71	Click to Close
2000-2001	Christmas		2000-2001/Christmas: General Primary Education/Grade 1/Section E: Edwards, Miss Juliana B	64	Click to Close
2000-2001	Christmas		2000-2001/Christmas: General Primary Education/Grade 1/Section -:	0	Click to Close
2000-2001	Christmas		2000-2001/Christmas: General Primary Education/Grade 1/Section O: Owens, Mrs. Rose M	72	Click to Close
2000-2001	Christmas		2000-2001/Christmas: General Primary Education/Grade 2/Section A: Anderson, Miss Leila A	74	Click to Close
2000-2001	Christmas		2000-2001/Christmas: General Primary Education/Grade 2/Section -:	0	Click to Close
2000-2001	Christmas		2000-2001/Christmas: General Primary Education/Grade 2/Section P: Palmer, Mrs. Paulette P	70	Click to Close
2000-2001	Christmas		2000-2001/Christmas: General Primary Education/Grade 2/Section R: Ricketts, Miss Winsome R.	73	Click to Close
2000-2001	Christmas		2000-2001/Christmas: General Primary Education/Grade 3/Section T: Pitter-Thomas, Mrs. Sonia	74	Click to Close
2000-2001	Christmas		2000-2001/Christmas: General Primary Education/Grade 3/Section R: Riley-Francis, Mrs. Velmor R.	0	Click to Close
2000-2001	Christmas		2000-2001/Christmas: General Primary Education/Grade 3/Section W: Walters, Mr. Leon B	70	Click to Close
2000-2001	Christmas		2000-2001/Christmas: General Primary Education/Grade 4/Section E: Edwards, Miss Nadine A.	73	Click to Close
2000-2001	Christmas		2000-2001/Christmas: General Primary Education/Grade 4/Section BM: Miller-Brightly, Mrs. Sherine A	72	Click to Close
2000-2001	Christmas		2000-2001/Christmas: General Primary Education/Grade 4/Section M: Mitchell, Mrs. Verna P	0	Click to Close
2000-2001	Christmas		2000-2001/Christmas: General Primary Education/Grade 4/Section T: Thomas, Miss Sheron P	72	Click to Close
2000-2001	Christmas		2000-2001/Christmas: General Primary Education/Grade 5/Section A: Atkinson, Mrs. Winsome J	64	Click to Close
2000-2001	Christmas		2000-2001/Christmas: General Primary Education/Grade 5/Section J: James, Miss Marsha A	72	Click to Close
2000-2001	Christmas		2000-2001/Christmas: General Primary Education/Grade 5/Section W: Wilson, Miss Carol N	72	Click to Close
2000-2001	Christmas		2000-2001/Christmas: General Primary Education/Grade 6/Section B: Beason, Mr. Byron M	73	Click to Close
2000-2001	Christmas		2000-2001/Christmas: General Primary Education/Grade 6/Section M: McKenzie, Miss Simone ML	73	Click to Close
2000-2001	Christmas		2000-2001/Christmas: General Primary Education/Grade 6/Section H: Richards - Hibbert, Mrs. Margaret M	53	Click to Close

Summarise Attendance Exit Form

**Figure 2.4**

- Once the class(es) are identified, click the *Click to Close* button. The entry line chosen will highlight yellow and the button changes to *Will Close* as shown in Figure 2.5.

This form allows you to 'close' class attendance recording, first summarising the individual daily student attendance information and then deleting the detailed information. This will greatly reduce the size of the JSAS database and improve JSAS performance. Once you 'close' a class, however, no further changes can be made to individual student attendance information.

To use the table below to close classes, the number of days attendance was taken is shown, to help you decide whether the class can be closed. First select a school year and term (and optionally a grade) to see the list of classes. Clicking on the 'Click to Close' button to toggle between 'Will Close' and 'Click to Close.' You then perform the summarisation process by clicking the 'Summarise Attendance' button at the bottom, or the 'Exit Form' button to exit without performing the summarisation action.

School Year	Term	Grade	Days Attendance Recorded	Click to Close
2000-2001	Christmas	Grade 1	71	Will Close
2000-2001	Christmas	General Primary Education/Grade 1/Section B: Bowen, Mrs. Hyacinth	64	Will Close
2000-2001	Christmas	General Primary Education/Grade 1/Section E: Edwards, Miss Juliana B	0	Will Close
2000-2001	Christmas	General Primary Education/Grade 1/Section -:	72	Will Close
2000-2001	Christmas	General Primary Education/Grade 1/Section O: Owens, Mrs. Rose M		Will Close

**Summarise Attendance** **Exit Form**

**Figure 2.5**

- Review the highlighted records to ensure the correct classes that are to be closed. Once reviewed, click on the *Summarise Attendance* button as shown in Figure 2.5. A dialog box will appear. (Figure 2.6)
- Click on *Yes* in the dialog box to run the *Summarise Attendance Data* programme on the specified class; *No* to stop the programme but stay in the *Summarise Attendance Data* form; *Cancel* to exit the entire programme.

*N.B. A Re-verification dialog box appears in case the programme was run in error. This is necessary because **once the programme begins it should not be stopped** until it completes. The records will be permanently removed and summarised for future reports.*



This form allows you to 'close' class attendance recording, first summarising the individual daily student attendance information and then deleting the detailed information. This will greatly reduce the size of the JSAS database and improve JSAS performance. Once you 'close' a class, however, no further changes can be made to individual student attendance information.

To use the table below to close classes, the number of days attendance was taken is shown, to help you decide whether the class can be closed. First select a school year and term (and optionally a grade) to see the list of classes. Clicking on the 'Click to Close' button to toggle between 'Will Close' and 'Click to Close'. You then perform the summarisation process by clicking the 'Summarise Attendance' button at the bottom, or the 'Exit Form' button to exit without performing the summarisation action.

School Year: 2000-2001 Term: Christmas Grade: Grade 1 ☐ All Grades

School Year, Term, Subject, Grade, Section and Teacher

School Year, Term, Subject, Grade, Section and Teacher	Days Attendance Recorded	Clear All Listed to Be Closed
2000-2001/Christmas: General Primary Education/Grade 1/Section B: Bowen, Mrs. Hyacinth	71	Will Close
2000-2001/Christmas: General Primary Education/Grade 1/Section E: Edwards, Miss Juliana B	64	Will Close
2000-2001/Christmas: General Primary Education/Grade 1/Section -:	0	Will Close
2000-2001/Christmas: General Primary Education/Grade 1/Section O: Owens, Mrs. Rose M	72	Will Close

Jamaica School Administrative System Version 6.0 2Feb05

You are about to summarise the daily student attendance data for the class selected. This step cannot be undone. If you wish to continue with the summarisation process, click Yes. If you wish to return to the form, press No. To leave the form without performing any action, click Cancel

Yes No Cancel

Summarise Attendance Exit Form

Figure 2.6

- During the summarising process, an indicator shows the records currently processing and a gauge of where it is in the process. This should be actively showing information to help assess that the programme is running correctly. (Figure 2.7)

This form allows you to 'close' class attendance recording, first summarising the individual daily student attendance information and then deleting the detailed information. This will greatly reduce the size of the JSAS database and improve JSAS performance. Once you 'close' a class, however, no further changes can be made to individual student attendance information.

To use the table below to close classes, the number of days attendance was taken is shown, to help you decide whether the class can be closed. First select a school year and term (and optionally a grade) to see the list of classes. Clicking on the 'Click to Close' button to toggle between 'Will Close' and 'Click to Close'. You then perform the summarisation process by clicking the 'Summarise Attendance' button at the bottom, or the 'Exit Form' button to exit without performing the summarisation action.

School Year: 2000-2001 Term: Christmas Grade: Grade 1 ☐ All Grades

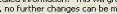




School Year, Term, Subject, Grade, Section and Teacher

School Year, Term, Subject, Grade, Section and Teacher	Days Attendance Recorded	Set All Listed to Be Closed
2000-2001/Christmas: General Primary Education/Grade 1/Section B: Bowen, Mrs. Hyacinth	71	Will Close
2000-2001/Christmas: General Primary Education/Grade 1/Section E: Edwards, Miss Juliana B	64	Will Close
2000-2001/Christmas: General Primary Education/Grade 1/Section -:	0	Will Close
2000-2001/Christmas: General Primary Education/Grade 1/Section O: Owens, Mrs. Rose M	72	Will Close
2000-2001/Christmas: General Primary Education/Grade 2/Section A: Anderson, Miss Lela A	74	Click to Close
2000-2001/Christmas: General Primary Education/Grade 2/Section -:	0	Click to Close
2000-2001/Christmas: General Primary Education/Grade 2/Section P: Palmer, Mrs. Paulette P	70	Click to Close
2000-2001/Christmas: General Primary Education/Grade 2/Section R: Ricketts, Miss Winsome R.	74	Click to Close
2000-2001/Christmas: General Primary Education/Grade 3/Section T: Pitter-Thomas, Mrs. Sonia	0	Click to Close
2000-2001/Christmas: General Primary Education/Grade 3/Section R: Riley-Francis, Mrs. Velmora R.	70	Click to Close
2000-2001/Christmas: General Primary Education/Grade 3/Section W: Walters, Mr. Leon B	73	Click to Close
2000-2001/Christmas: General Primary Education/Grade 4/Section E: Edwards, Miss Nadine A.	72	Click to Close
2000-2001/Christmas: General Primary Education/Grade 4/Section BM: Miller-Brightly, Mrs. Sherine A	0	Click to Close
2000-2001/Christmas: General Primary Education/Grade 4/Section M: Mitchell, Mrs. Verna P	72	Click to Close
2000-2001/Christmas: General Primary Education/Grade 4/Section T: Thomas, Miss Sheron P	64	Click to Close
2000-2001/Christmas: General Primary Education/Grade 5/Section A: Atkinson, Mrs. Winsome J	72	Click to Close
2000-2001/Christmas: General Primary Education/Grade 5/Section J: James, Miss Marsha A	72	Click to Close
2000-2001/Christmas: General Primary Education/Grade 5/Section W: Wilson, Miss Carol N	73	Click to Close
2000-2001/Christmas: General Primary Education/Grade 6/Section B: Beason, Mr. Byron M	73	Click to Close
2000-2001/Christmas: General Primary Education/Grade 6/Section M: McKenzie, Miss Simone ML	53	Click to Close
2000-2001/Christmas: General Primary Education/Grade 6/Section H: Richards - Hibbert, Mrs. Margaret M		

Finished summarising 1 class. Summarise Attendance Exit Form

Figure 2.7

- After the process is complete, the yellow highlights turn red and the buttons change to show *Closed*. The indicator shows the files are summarised and finished. A dialog box appears stating that the summarisation was successful as shown in Figure 2.8. Click the *Ok* button.


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This form allows you to 'close' class attendance recording. First summarising the individual daily student attendance information and then deleting the detailed information. This will greatly reduce the size of the 32AS database and improve 32AS performance. Once you close a class, however, no further changes can be made to individual student attendance information.

To use the table below to close classes, the number of days attendance was taken is shown, to help you decide whether the class can be closed. First select a school year and term (and optionally a grade) to see the list of classes. Clicking on the 'Click to Close' button to toggle between 'Will Close' and 'Click to Close'. You then perform the summarisation process by clicking the 'Summarise Attendance' button at the bottom, or the 'Exit Form' button to exit without performing the summarisation action.

School Year	Term	Grade		Days Attendance Recorded	Set All listed to Be Closed
2000-2001	Christmas		<input type="radio"/> All Grades	71	<input type="button" value="Click to Close"/>
School Year, Term, Subject, Grade, Section and Teacher					
				64	<input type="button" value="Click to Close"/>
				72	<input type="button" value="Click to Close"/>
				70	<input type="button" value="Click to Close"/>
2000-2001/Christmas: General Primary Education/Grade 2/Section R: Anderson, Miss Letita A				74	<input type="button" value="Click to Close"/>
2000-2001/Christmas: General Primary Education/Grade 2/Section A: Anderson, Miss Letita A				70	<input type="button" value="Click to Close"/>
2000-2001/Christmas: General Primary Education/Grade 2/Section P: Palmer, Mrs. Paulette P				70	<input type="button" value="Click to Close"/>
2000-2001/Christmas: General Primary Education/Grade 2/Section R: Ricketts, Miss Winsome R.					<input type="button" value="Click to Close"/>
2000-2001/Christmas: General Primary Education/Grade 3/Section A: Atkinson, Mrs. Winsome J					<input type="button" value="Click to Close"/>
2000-2001/Christmas: General Primary Education/Grade 3/Section A: Atkinson, Mrs. Winsome J					<input type="button" value="Click to Close"/>
2000-2001/Christmas: General Primary Education/Grade 3/Section A: Atkinson, Mrs. Winsome J					<input type="button" value="Click to Close"/>
2000-2001/Christmas: General Primary Education/Grade 4/Section A: Atkinson, Mrs. Winsome J					<input type="button" value="Click to Close"/>
2000-2001/Christmas: General Primary Education/Grade 4/Section A: Atkinson, Mrs. Winsome J					<input type="button" value="Click to Close"/>
2000-2001/Christmas: General Primary Education/Grade 4/Section A: Atkinson, Mrs. Winsome J					<input type="button" value="Click to Close"/>
2000-2001/Christmas: General Primary Education/Grade 4/Section A: Atkinson, Mrs. Winsome J					<input type="button" value="Click to Close"/>
2000-2001/Christmas: General Primary Education/Grade 5/Section A: Atkinson, Mrs. Winsome J					<input type="button" value="Click to Close"/>
2000-2001/Christmas: General Primary Education/Grade 5/Section A: Atkinson, Mrs. Winsome J					<input type="button" value="Click to Close"/>
2000-2001/Christmas: General Primary Education/Grade 5/Section A: Atkinson, Mrs. Winsome J					<input type="button" value="Click to Close"/>
2000-2001/Christmas: General Primary Education/Grade 6/Section B: Beason, Mr. Byron M					<input type="button" value="Click to Close"/>
2000-2001/Christmas: General Primary Education/Grade 6/Section M: McKenzie, Miss Simone M					<input type="button" value="Click to Close"/>
2000-2001/Christmas: General Primary Education/Grade 6/Section H: Hibbert, Mrs. Margaret M					<input type="button" value="Click to Close"/>

### Figure 2.8

8. The process is complete. If an error dialog box appears as shown in Figure 2.9, click on *Drop Changes* and disregard it. This is an intermittent Programme error and should be fixed in a later version.

This form allows you to 'close' class attendance recording, first summarising the individual daily student attendance information and then deleting the detailed information. This will greatly reduce the size of the JSAS database and improve JSAS performance. Once you 'close' a class, however, no further changes can be made to individual student attendance information.

To use the table below to close classes, the number of days attendance was taken is shown, to help you decide whether the class can be closed. First select a school year and term (and optionally a grade) to see the list of classes. Clicking on the 'Click to Close' button to toggle between 'Will Close' and 'Click to Close.' You then perform the summarisation process by clicking the 'Summarise Attendance' button at the bottom, or the 'Exit Form' button to exit without performing the summarisation action.

School Year	Term	Grade	<input type="radio"/> All Grades	Days Attendance	Clear All Listed
2000-2001	Christmas	Grade 1	<input type="radio"/>		
School Year, Term, Subject, Grade, Section and Teacher					
2000-2001/Christmas: General Primary Education/Grade 1/56					
2000-2001/Christmas: General Primary Education/Grade 1/56					
2000-2001/Christmas: General Primary Education/Grade 1/56					

**Write Conflict**

This record has been changed by another user since you started editing it. If you save the record, you will overwrite the changes the other user made.

Copying the changes to the clipboard will let you look at the values the other user entered, and then paste your changes back in if you decide to make changes.

Summarise Attendance

Exit Form

### Figure 2.9

# chapter 3



## ELECTRONIC EXPORT OF ANNUAL SCHOOL CENSUS DATA

The *Electronic Export of Annual School Census Data* button generates a database and allows the Ministry of Education to generate reports and compare data across schools throughout country.

### CONTENTS

Electronic Export of Annual School Census Data

- Run the Electronic Export of Annual School Census Data Programme

## Run the Electronic Export of Annual Census Data Programme

1. Click on the *Electronic Export of Annual Census Data* button as shown in Figure 3.1 to display the *Electronic Export of Annual Census Data* Form.

The screenshot shows the main menu of the Jamaica School Administrative System (JSAS 6.0). At the top, it displays the Ministry of Education, Youth and Culture logo and the system name. Below this, there are input fields for a school ID (13091) and a school name (Hazard Primary). The main menu is divided into two columns of buttons. The left column, titled 'Forms to Enter and Maintain Information with:', includes buttons for Record Student Attendance, Class and Student Information, School Information and Setup, Teacher Information, Student Enrolment Records, Create Classes and Manage Registration, and Principal's Page. The right column, titled 'Forms to View Reports and other Utilities:', includes buttons for Reports Menu, Attendance Summary, Summarise Attendance Data, Electronic Export of School Census Data (which is circled in red), Backup the Database, and Recover a Backup of the Database. At the bottom, there is a status bar showing the user is logged in as Administrator, with a 'LOG OUT NOW' button and a date display (Thursday, April 28, 2005).

Ministry of Education, Youth and Culture  
Jamaica School Administrative System

13091 Hazard Primary

MAIN MENU

**JSAS 6.0**

**Forms to Enter and Maintain Information with:**

- Record Student Attendance
- Class and Student Information
- School Information and Setup
- Teacher Information
- Student Enrolment Records
- Create Classes and Manage Registration
- Principal's Page

**Forms to View Reports and other Utilities:**

- Reports Menu
- Attendance Summary
- Summarise Attendance Data
- Electronic Export of School Census Data**
- Backup the Database**
- Recover a Backup of the Database

Administrator Mode Teacher Mode **LOG OUT NOW** Logged in as: \*\*\* ADMINISTRATOR \*\*\* Thursday, April 28, 2005 **EXIT**

**Figure 3.1**

2. A dialog box appears asking for the *School Year* of the census information to be generated. (Figure 3.2)

The screenshot shows the JSAS interface with the title 'Ministry of Education, Youth and Culture Jamaica School Administrative System'. The school name 'Hazard Primary' and ID '13091' are displayed. The 'MAIN MENU' is visible. On the left, a list of 'Forms to Enter and Maintain Information with:' includes Record Student Attendance, Class and Student Information, School Information and Setup, Teacher Information, Student Enrolment Records, Create Classes and Manage Registration, and Principal's Page. On the right, a list of 'Forms to View Reports and' is partially visible. The central dialog box, titled 'Electronic Export of Annual School Census Data', contains the following text: 'JSAS can create a file to electronically transfer most of the data required by the Annual School Census. To do this, first select the school year you wish to report on, then click the button below. You will then be asked to specify a folder or location where the file is to be created. The process of extracting all of the information can take several minutes, so please be patient.' Below this text is a 'School Year:' dropdown menu and a 'Generate School Census File' button. A 'Return to Main Menu' button is located at the bottom right of the dialog box. At the bottom of the interface, there are buttons for 'Administrator Mode', 'Teacher Mode', and 'LOG OUT NOW'. A status bar indicates 'Logged in as: \*\*\* ADMINISTRATOR \*\*\*' and the date 'Thursday, April 28, 2005'. An 'EXIT' button is also present.

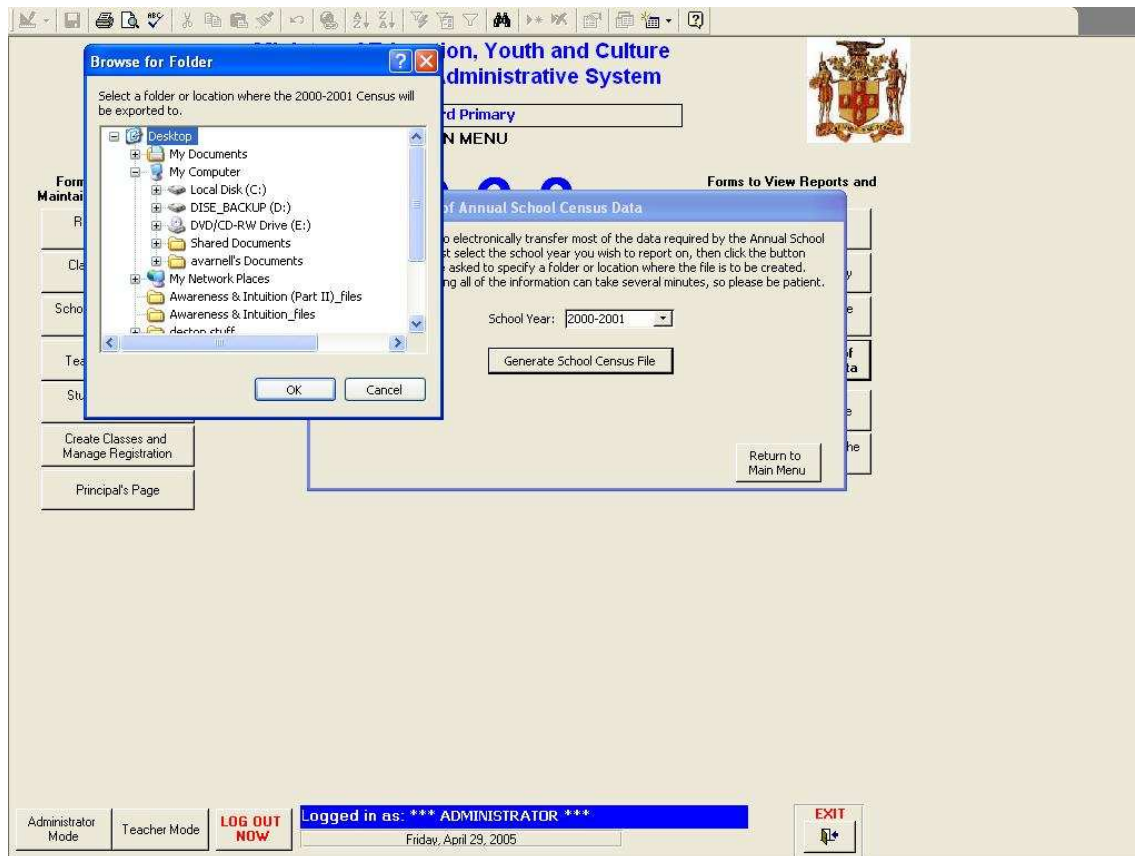
Figure 3.2

3. Click on the down arrow list box and select the correct year. Click on the *Generate School Census File* button. (Figure 3.3)

This screenshot is identical to Figure 3.2, but with additional annotations. A red circle highlights the 'School Year:' dropdown menu, which now displays '2000-2001'. Another red circle highlights the 'Generate School Census File' button. The rest of the interface, including the title, school information, menus, and status bar, remains the same.

Figure 3.3

4. Another dialog box appears asking for the directory path to save the database. Click on the correct path and the *OK* button to save the database file. (Figure 3.4)

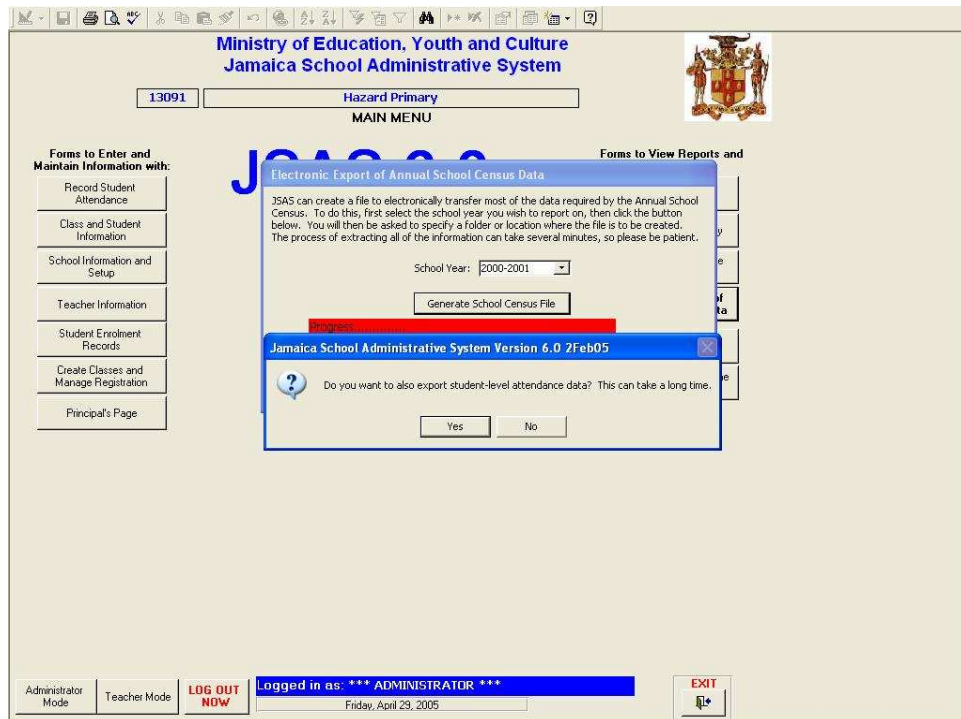


**Figure 3.4**

*N.B. The file will be saved as a Microsoft Access Database. This file is password protected and cannot be opened except at the Ministry of Education, Youth and Culture. No changes can be made to this file.*

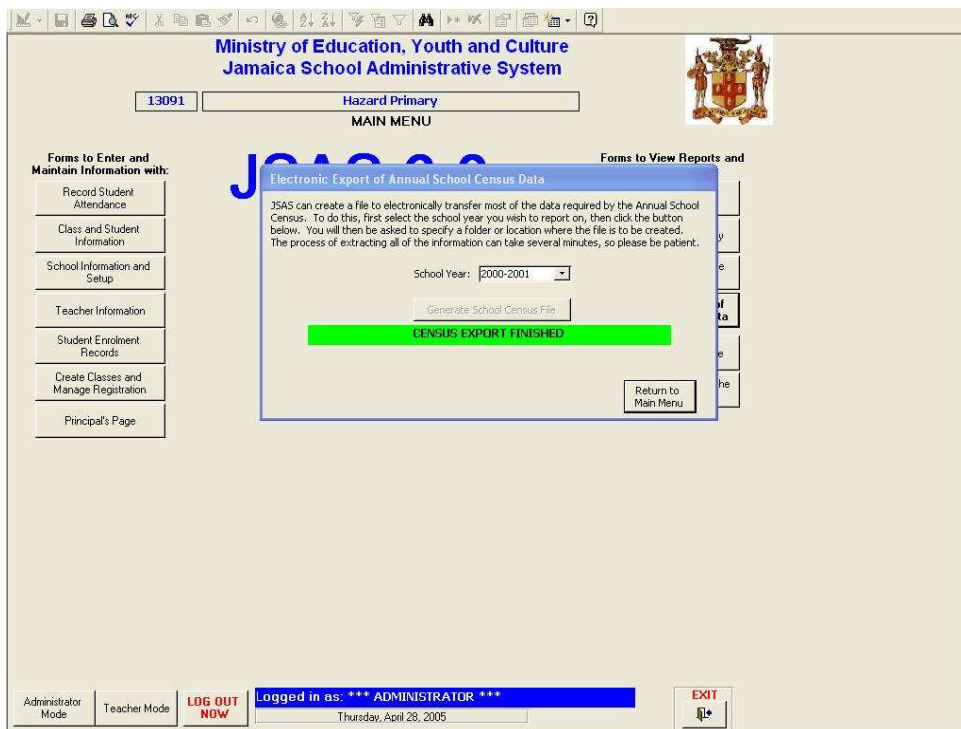
5. Once the *OK* button is clicked, an indicator will track the progress of the export. A dialog box appears asking if the *Student-level Attendance* records are to be exported as shown in Figure 3.5.
6. Clicking *Yes* continues the export process to include the student-level attendance. Clicking *No* concludes the export process.





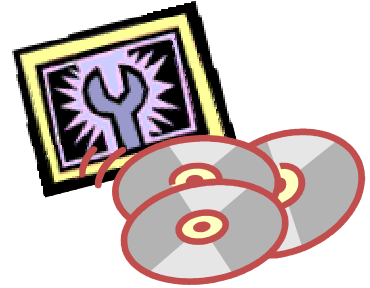
**Figure 3.5**

7. A dialog box appears as shown in Figure 3.6 indicating the export is complete. Click on *Return to Main Menu*.



**Figure 3.6**

# chapter 4



## BACK UP AND RECOVERY OF THE DATABASE

This software has a built in backup and recovery facility. The backup is used to make a copy of the database in case there is a situation where data has been lost. The database can be retrieved.

### CONTENTS

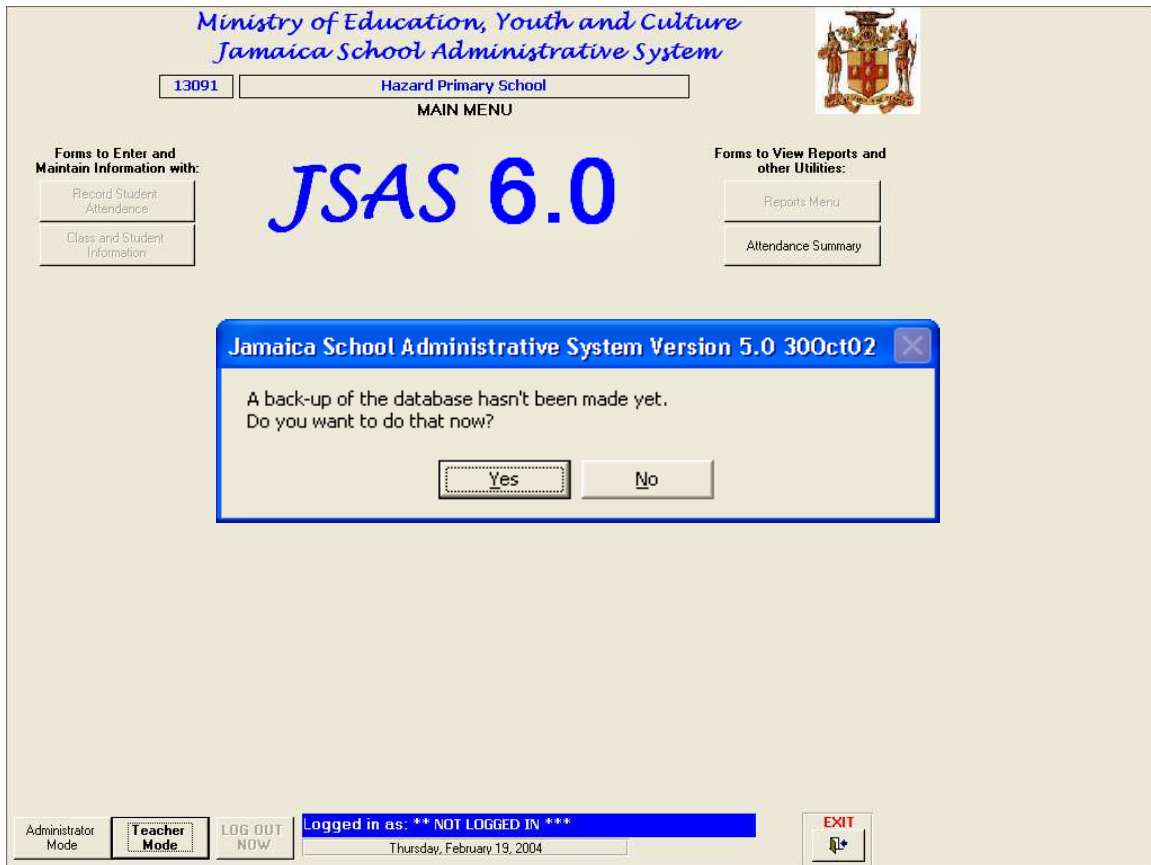
#### **Backup and Recovery of the Database**

- Backup of the Database
- Recovery of the Database



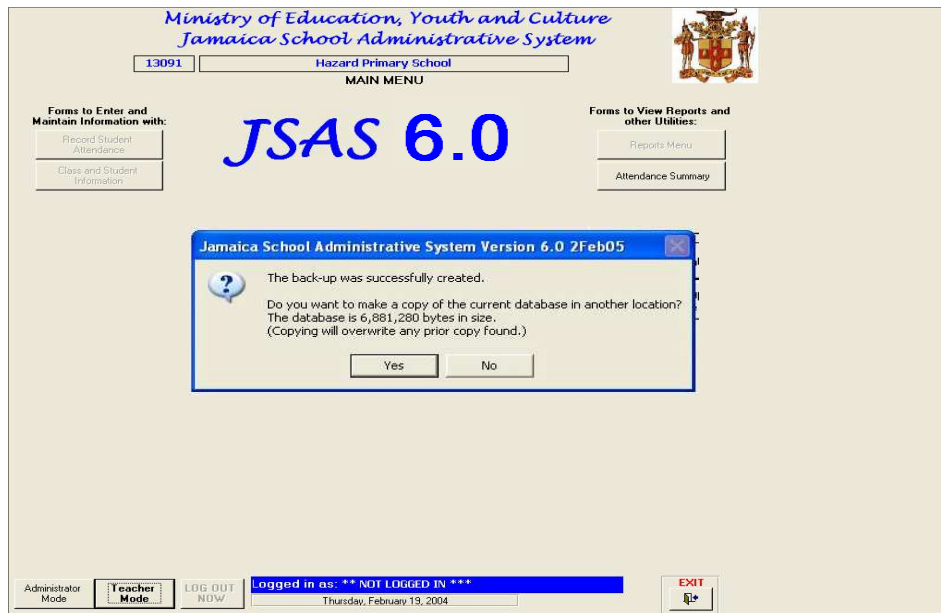
## Backup the Database

The **JSAS** software displays a dialog box asking to make a backup when a one hasn't been made within the three days as shown in Figure 4.1.



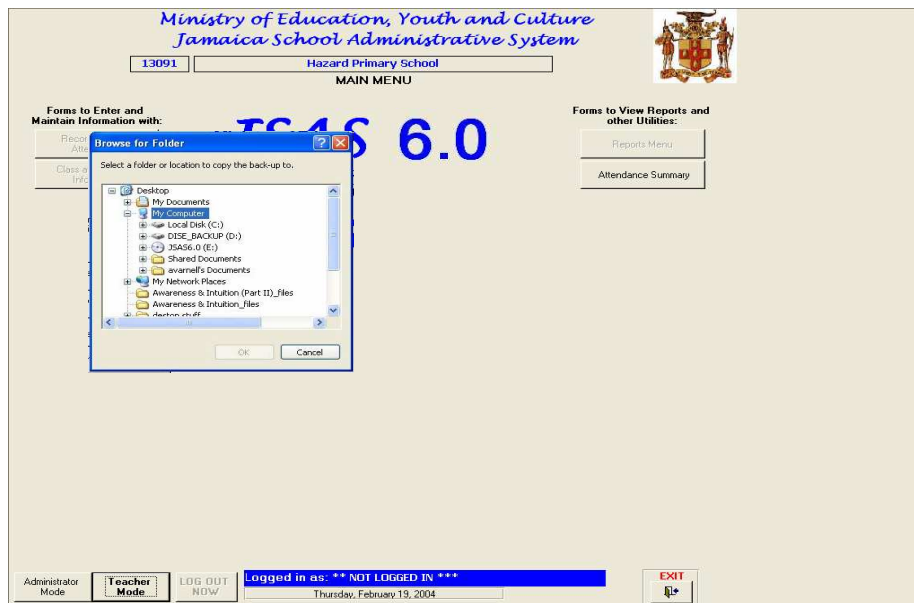
**Figure 4.1**

1. Click *Yes* to make a backup.
2. After making the backup, a message appears stating a backup was successfully created and asking if a copy of the backup is to be saved at another location on the computer.
3. This feature is available to enable external copies of the database to be kept on CD-ROM, DVD or on another memory disc. (Figure 4.2)



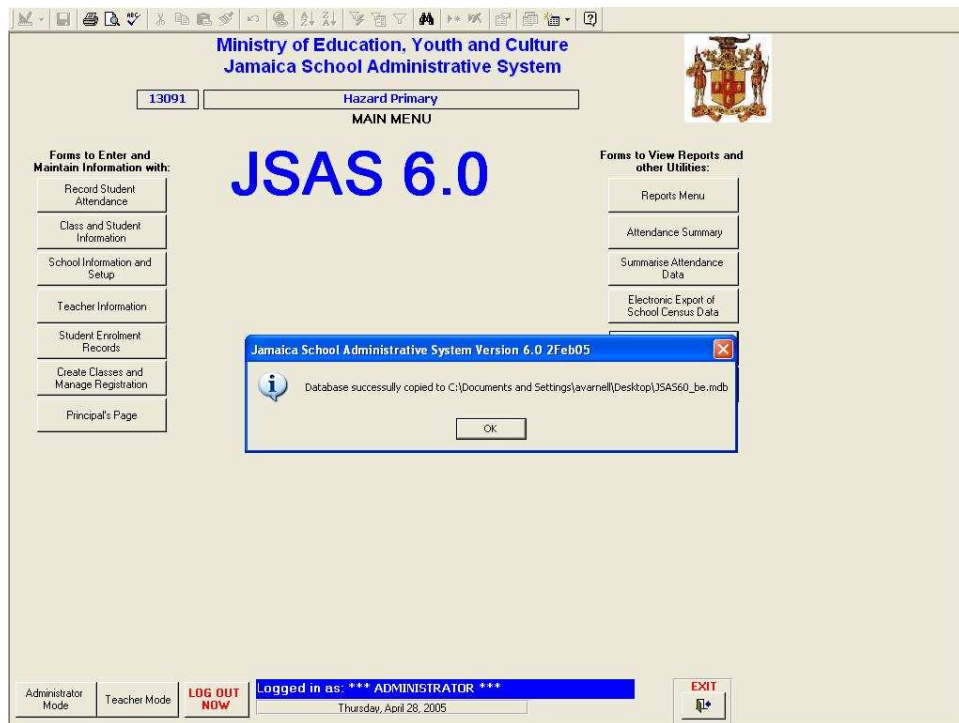
**Figure 4.2**

4. Click *Yes* to create another copy, *No* to close the dialog box.
5. If *Yes* was clicked, another dialog box appears asking for the directory path to save the file as shown in Figure 4.3.
6. Click on the correct path and the *OK* button to save the file.



**Figure 4.3**

7. A dialog box appears as shown in Figure 4.4 the success of the save and the path the file.



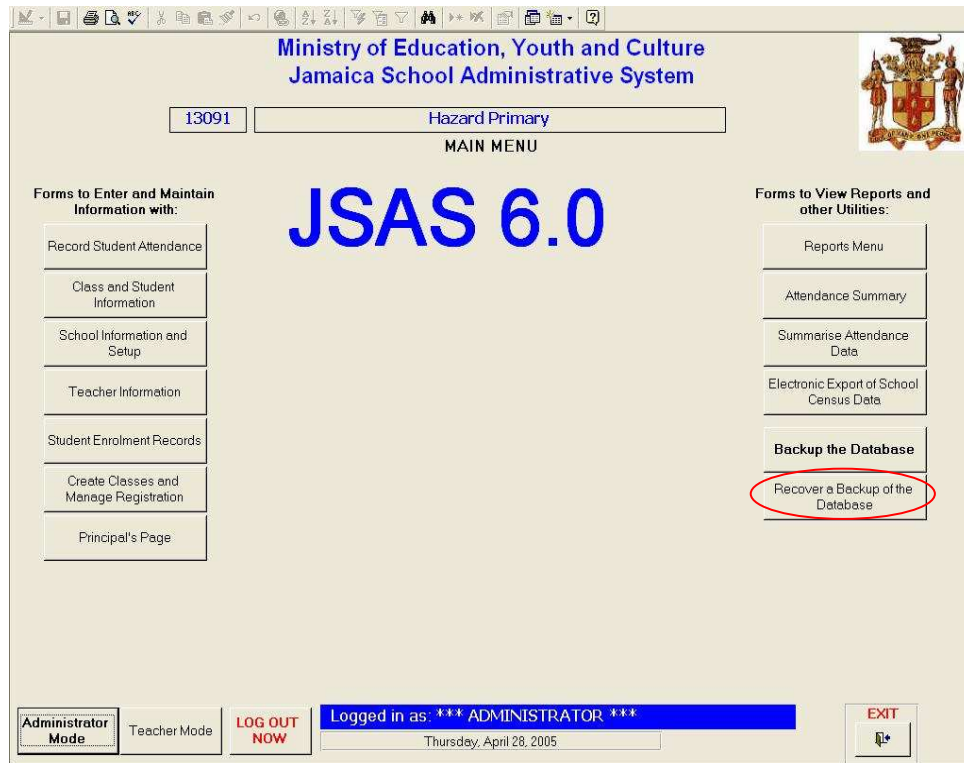
**Figure 4.4**

8. Click *OK* to close the dialog box.

## Recovery of the Database

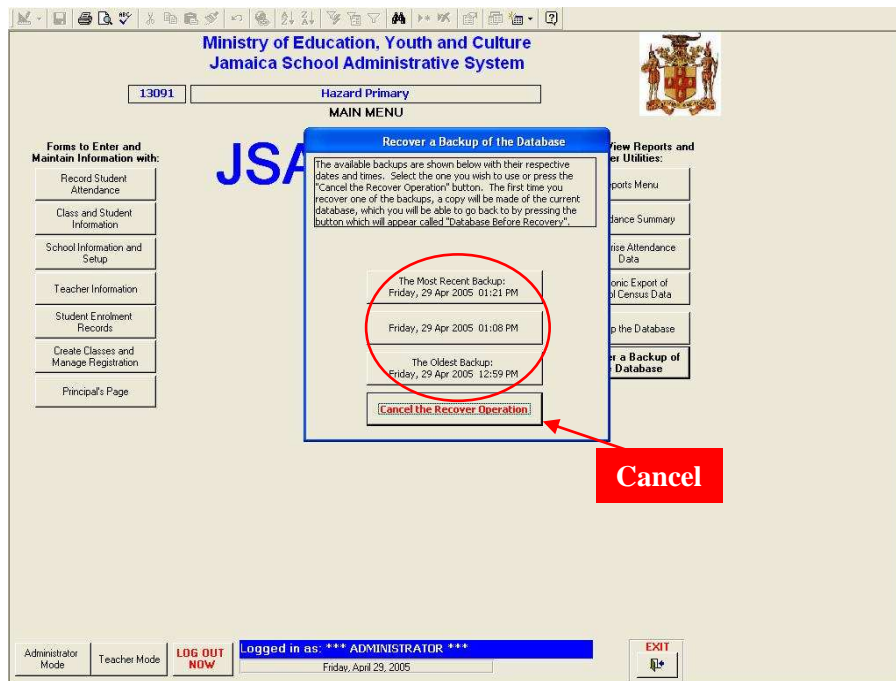
Recovery of a database can be made using the following steps:

1. Click on the *Recover a Backup of the Database* button to recover a backup as shown in Figure 4.5.



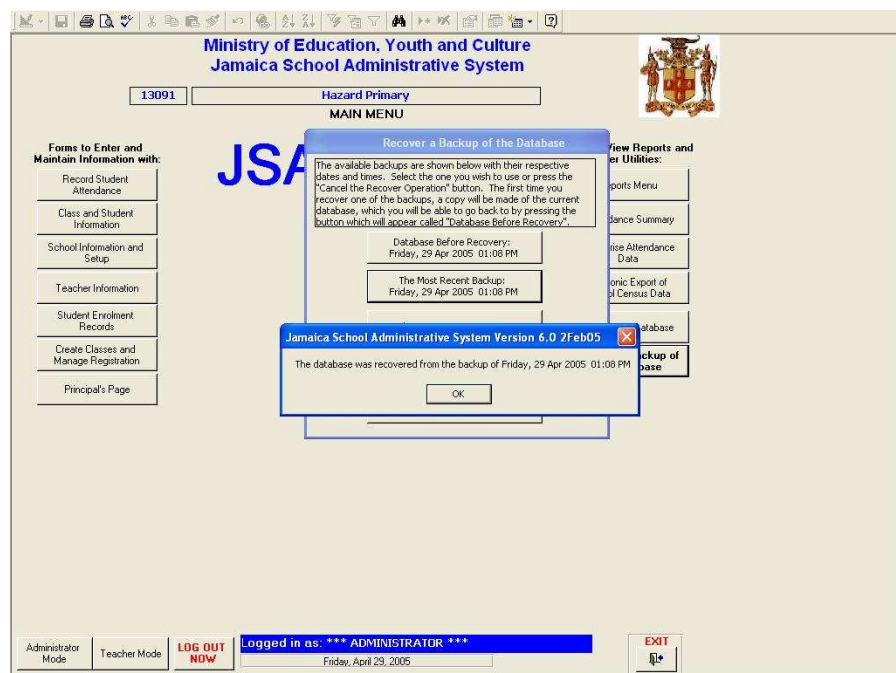
**Figure 4.5**

2. A form appears as shown in Figure 4.6. The last three backups are listed, in the order of newest to oldest, on the form. The date and time each backup was made is also listed.



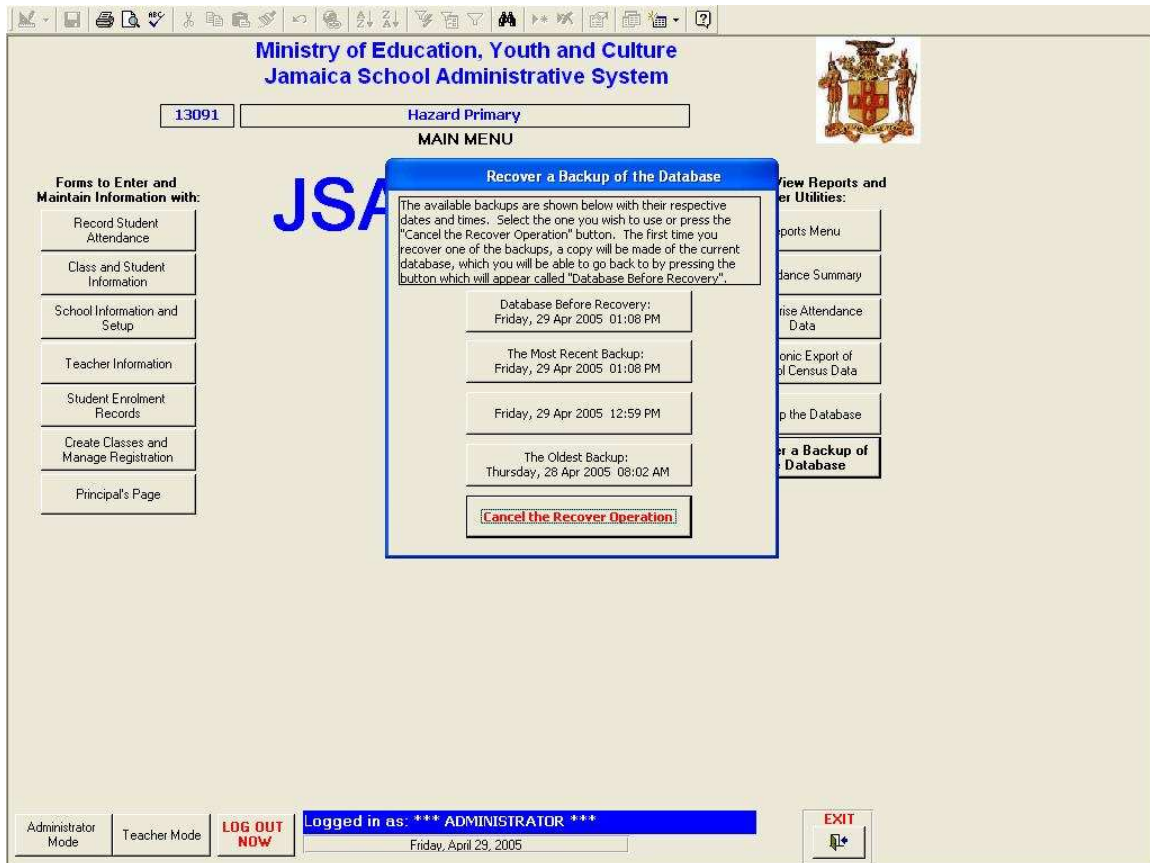
**Figure 4.6**

3. Click on the desired backup or click the *Cancel the Recovery Operation* button to cancel the recovery process. (Figure 4.6)
4. After selecting one of the backups, a message will appear stating the backup was successful. (Figure 4.7)



**Figure 4.7**

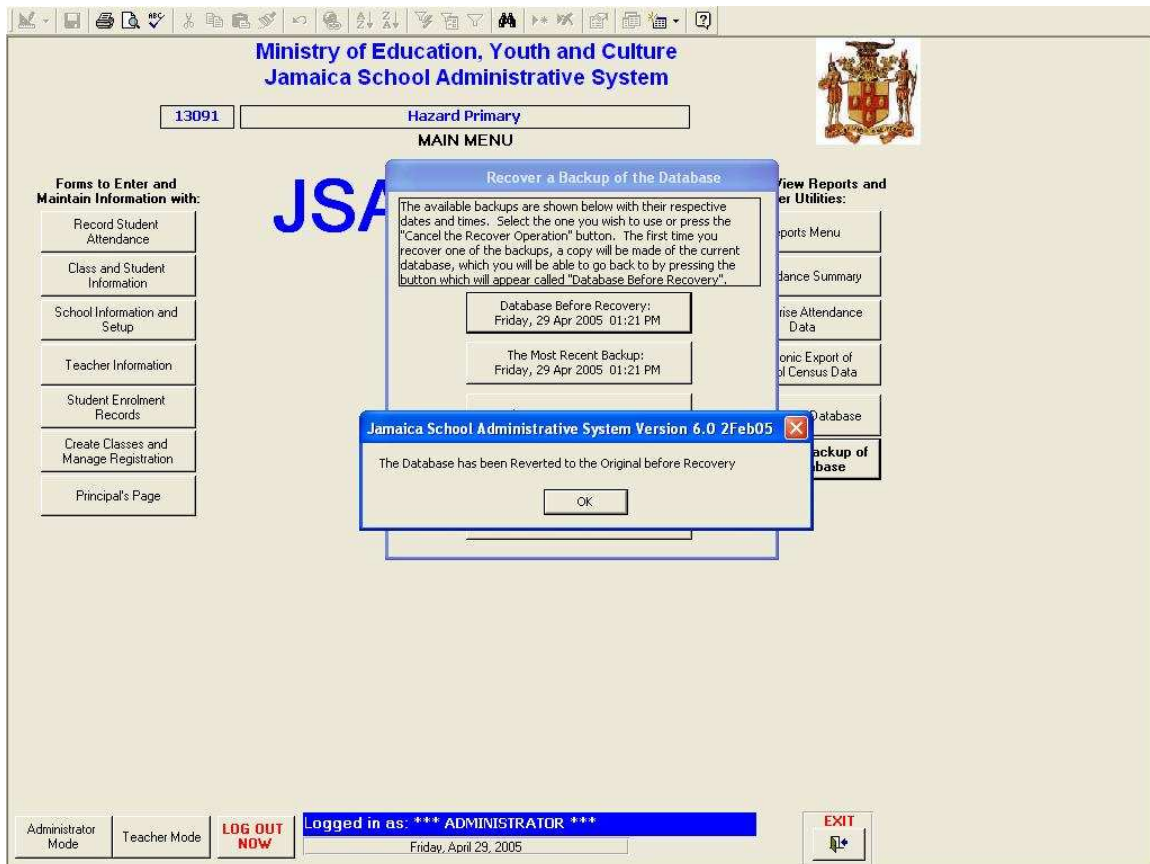
5. Click *OK* to record the changes.
6. The *Recover a Backup of the Database* form will then display an additional button that allows access to the database before the recovery. (Figure 4.8)



**Figure 4.8**

7. Click on the *Database Before Recovery* button to revert the database. A message appears as shown in Figure 4.9, stating the original was restored.





**Figure 4.9**

8. Click *OK* to record the changes using the reverted database.